



## **Bereavement Leave Policy**

At Best S.T.E.P. Forward, we understand the emotional and practical difficulties that follow the death of a loved one. This policy provides employees with time away from work to grieve and attend a funeral or memorial service, consistent with California law and our commitment to employee well-being.

### **Leave Entitlement (Per California Law)**

**Under California Assembly Bill 1949, eligible employees may take:**

Up to 5 days of bereavement leave upon the death of a qualifying family member.

**A qualifying family member includes:**

- Spouse or domestic partner
- Child
- Parent
- Sibling
- Grandparent
- Grandchild
- Parent-in-law
- Stepparent
- Stepchild

### **Timing of Leave**

The 5 days do not need to be consecutive, but must be completed within three months (90 days) of the date of death.

Employees should notify their supervisor or HR as soon as possible following a death.

### **Pay During Leave**

Bereavement leave under California law is unpaid, unless employees choose to use that paid time off (PTO).

Best S.T.E.P. Forward encourages employees to use any available PTO, sick leave, or vacation time during bereavement leave if they wish to receive compensation during the leave period.

## **Additional Leave**

If an employee requires additional time beyond the five days:

- They may request additional unpaid time off, subject to manager and HR approval.
- The request will be evaluated based on operational needs and the employee's circumstances.

## **Job Protection**

Employees taking bereavement leave will be reinstated to the same or a comparable position upon return. Taking leave under this policy will not result in loss of any employment benefit accrued before the start of leave.

## **Confidentiality**

All information related to bereavement leave will be handled with sensitivity and confidentiality.