



Bereavement Policy

PURPOSE

The Corporation understands the need to have time off in the event of the death of a family member. This policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of an immediate family member.

SCOPE

This policy applies to all full-time and part-time, active, exempt and non-exempt employees of Savanna.

DEFINITIONS

For the purpose of this policy “immediate family member” is defined as an employee’s spouse or common-law partner; parent(s) including step-parent(s); sibling(s); children to include step-children; grandparent(s); grandchild; father-in-law; mother-in-law; son-in-law; daughter-in-law.

“Non-immediate family member” is defined as an employee’s aunt or uncle; niece or nephew; cousin.

POLICY

1.1 Paid Leave

In the event of a death of an immediate family member, Savanna will grant up to three (3) consecutive days of paid bereavement leave to the employee, paid at the rate of the employee’s base pay for up to eight (8) hours per day.

In the event of a death of a non-immediate family member, Savanna will grant up to one (1) day of paid bereavement leave to the employee, paid at the rate of the employee’s base pay for up to eight (8) hours for that day.

1.2 Additional Unpaid Leave

Savanna recognizes that individual bereavement situations may vary; therefore, if more than the respective three (3) days or one (1) day is necessary, the Corporation may grant additional days of unpaid time off or PTO (for PTO eligible employees) at the discretion of the employee’s manager.

1.3 Previously Scheduled Leave

In the event of a death of a family member during the time the employee is already on scheduled leave, rig shut down, or rotational days-off, the employee will not be eligible for any additional days-off for bereavement and no bereavement pay will be made to the employee.

1.4 Tracking Leave

Employees must complete a bereavement leave form and send it to Human Resources within two (2) weeks of returning from leave. A copy of the bereavement form can be obtained on the company’s intranet site or by contacting Human Resources.

Proof of death may be requested as documentation for bereavement leave (obituary, death certificate, etc.).

1.5 Exceptions

Exceptions to this policy may be made with the written authorization of a Senior Executive and the Human Resources Manager.