	Bereavement Leave Policies		Document Number: 2P-SS-05.27
	Department: Human Resource	Effective Date: October 22, 2024	Revision No 1

Scope

This policy covers all employees of F2 Logistics Philippines Inc and F2 Global Logistics Inc.

To provide guidelines in administering and availing of Bereavement Leave (BL) in the company.

Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Definition

Bereavement Leave is a time off to assist employees when there is a death in an employee's immediate family member. Bereavement leave is provided to attend to arrangements, obligations and funeral services.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Bereavement Leave</h1> <h2 style="text-align: center;">Policies</h2>	Document Number: 2P-SS-05.27
	Department: Human Resource	Effective Date: October 22, 2024
		Revision No 1

Policies

Usage of Bereavement Leave

- The employee must be a regular employee of the company. For project-based employees, should have a minimum of one (1) year tenure.
- Bereavement leave shall be granted for not more than three (3) paid days to an employee on the death of any of the following immediate family member.


The following are considered immediate family member:

1. Biological parents or adoptive parents (if employee is legally adopted)
 2. Legitimate brothers and sisters
 3. Legal spouse
 4. Legitimate children
 5. Declared illegitimate children
 6. Parents in-law
 7. Son-in-law and daughter-in-law
- Where burial is 120 kilometers outside city limits, additional two (2) days off with pay may be granted upon the discretion of the employee's immediate leader.
 - Employee must notify his immediate leader as soon as possible of the loss and that bereavement leave will be used.
 - Employee may not defer bereavement leave. It must be taken at the time of bereavement.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1 style="text-align: center;">Bereavement Leave</h1> <h2 style="text-align: center;">Policies</h2>	Document Number: 2P-SS-05.27
	Department: Human Resource	Effective Date: October 22, 2024
		Revision No 1

Responsibility

The employee is responsible for:

1. Reading and understanding this policy on Bereavement Leave
2. Complying with this policy Bereavement Leave
3. Providing supporting documentation if requested
4. Filing of Bereavement Leave thru **PAYplus**
5. Coordinating usage of Bereavement Leave with immediate leader

The immediate leader is responsible for:

1. Reading and understanding this policy on Bereavement Leave
2. Ensuring timely and accurate approval of Bereavement Leave

The Human Resources Department is responsible for:

3. Cascading Bereavement Leave policy to respective SBU

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled