

Objective

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

Scope

This policy covers employees of F2 Logistics Philippines Inc. (organic and project-based).

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.

Process Owner

Human Resources Department.

Prepared by:

Lizzie O. Magat
HR Manager

Noted by:

Chabio T. Sison
SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy
President & CEO

Policy

Usage of Bereavement Leave

1. The employee must be a regular employee of the company. For project-based employees, should have a minimum of one (1) year tenure.
2. 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:

- Biological parents or adoptive parents (if employee is legally adopted)
 - Legitimate brothers and sisters
 - Legal spouse
 - Legitimate children
 - Declared illegitimate children
 - Parents in-law
 - Son-in-law and daughter-in-law
3. 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.
 4. Employee must notify his immediate leader as soon as possible of the loss and that bereavement leave will be used.
 5. Employee may not defer bereavement leave. It must be taken at the time of bereavement.

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Responsibility

The employee is responsible for:

- Reading and understanding this policy on Bereavement Leave
- Complying with this policy Bereavement Leave
- Providing supporting documentation if requested
- Filing of Bereavement Leave thru "Application of Leave of Absence"
- Coordinating usage of Bereavement Leave with immediate leader

The immediate leader is responsible for:

- Reading and understanding this policy on Bereavement Leave
- Ensuring timely and accurate approval of Bereavement Leave

The Human Resources Department is responsible for:

- Cascading Bereavement Leave policy to respective SBU

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

Ownership

The HR Services is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

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