



## **Bereavement Time Off**

To support employees who suffer the loss of an immediate family member, Sunrun has drafted the below guidelines for Bereavement Time Off.

### **GUIDELINES:**

Sunrun grants Bereavement Time Off to regular full-time employees in the event of the death of a member of the employee's immediate family. "Immediate family" is defined as: current spouse or registered domestic partner; child, stepchild, or child of a registered domestic partner; parent; sibling; grandparent; grandchild; legal guardian; or the death of an immediate family member of a spouse or registered domestic partner.

In the event of a death of an employee's immediate family member, an employee may be granted up to five (5) days of paid bereavement leave to handle matters related to death and grieving. If additional time is needed, the employee may request an unpaid Personal Leave of Absence or may request use of accrued PTO or other compensatory time.

Bereavement Time Off may be granted up to a maximum of five (5) days, not to exceed a total of ten (10) cumulative days in a calendar year.

Employees must contact their manager as soon as possible to notify them of the request for Bereavement Time Off. The request for Bereavement Time Off must be submitted by the employee in Workday.

Bereavement Time Off will not be paid in addition to any other allowable pay for the same day (such as holiday pay). However, if a death occurs while you are on vacation, alternative vacation days off will be granted to compensate for those days used as bereavement leave. Your manager may approve additional unpaid personal leave as described above.

If time off is needed to attend a funeral for a non-immediate family member or friend, employees must use PTO.