

Important Information for

Bereavement Time Off

To support employees who suffer the loss of an immediate family member, Sunrun has the following support 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
- Child of a registered domestic partner
- Parent
- Sibling
- Grandparent
- Grandchild
- Legal guardian
- 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 Time Off for 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 Paid Time Off (PTO) or Freedom Time Off (FTO). For additional information on Personal Leaves of Absence, visit sunrun.gobenefits.net.

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 also 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 Time Off. 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 or FTO.

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UP TO FIVE (5) DAYS OF PAID BEREAVEMENT TIME OFF

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

This policy is not subject to accrual and is not paid out upon termination if all or some portion is unused.