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Statement of Policy

It is the policy of NorthWestern Energy to provide time off with pay in the event of a death of the employee's Spouse, Child, Parent, sibling, stepsibling, grandparent, grandchild, parent-in-law, daughter/son-in-law, or brother/sister-in-law.

Objective

The objective of this policy is to establish uniform guidelines for providing paid time off to employees in accordance with this policy for the purposes of grieving the loss of a loved one, attending funeral services, making funeral arrangements, and taking care of any related matters.

Scope

This policy applies to each eligible employee as follows:

- A. Regular Full-Time employees are eligible for full policy benefits.
- B. Regular Part-Time employees are eligible to receive prorated policy benefits based on their normal work schedule.
- C. A Seasonal employee, not in layoff status, is eligible for full policy benefits.
- D. Temporary or Limited Part-Time employees are not eligible to receive policy benefits.

Definitions

- A. *Spouse*: An employee's legal spouse by marriage or by common law in states recognizing common law marriage, unless legally separated.
- B. *Child*: An employee's child, stepchild, adopted child, foster child or stillborn baby at or after 20 weeks of pregnancy.
- C. *Parent*: An employee's biological, adoptive or foster parent, stepparent or an adult who stood in loco parentis to the employee during childhood.
- D. *Leave Coordinator*: The NorthWestern Energy employee responsible for administering and coordinating certain leave benefits.



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Policy Provisions

- A. Bereavement Leave will be provided for the death of an employee's Spouse, Child, Parent, sibling, stepsibling, grandparent, grandchild, parent-in-law, daughter/son-in-law, or brother/sister-in-law.
- B. Paid Bereavement Leave will be granted according to the following schedule:
 - a. Up to 10 consecutive business days of Bereavement Leave will be provided following the death of an employee's Spouse or Child. In the event of the death of both a Spouse and Child or Children in a single incident, an employee will be eligible for consecutive Bereavement Leaves for each loss.
 - b. Up to 5 consecutive business days of Bereavement Leave will be provided in the event of the death of the employee's Parent.
 - c. Up to 3 consecutive business days of Bereavement Leave will be provided in the event of the death of a sibling, stepsibling, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter in law, brother-in-law or sister-in-law.
- C. Bereavement pay is calculated using the employee's base pay rate at the time of absence and will not include any special forms of compensation such as overtime or shift differentials.
- D. Bereavement Leave is separate from an employee's Paid Time Off (PTO) under NorthWestern Energy's PTO policy. In situations where the circumstances of the leave fall outside of the scope of this policy, or if the employee has a need to take additional time beyond the provided paid bereavement leave, employees may use available PTO with supervisor approval.
- E. Employees must notify their supervisor as soon as possible when there is a need to take Bereavement Leave, prior to taking the leave.
- F. An employee who has a need to take bereavement leave on a non-consecutive basis must send an email request to the Leave Coordinator and provide the reason(s) supporting the need for non-consecutive days.
- G. Supervisors are responsible for ensuring that any Bereavement Leave granted is consistent with the policy and that the absence is properly recorded as Bereavement Leave.
- H. An employee may be required to provide documentation of their relationship to the deceased and/or documentation for the need to take Bereavement Leave such as a death certificate, obituary, or funeral program.
- I. Questions about Bereavement Leave should be directed to the Leave Coordinator.



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Corporate Policy Provisions

- A. Nothing in this policy is intended to limit an employee's rights under the National Labor Relations Act (NLRA).
- B. If any of the provisions of this policy conflict with federal or state law, the provisions of the federal or state law prevail.
- C. If any of the provisions of this policy conflict with those of a collective bargaining agreement (CBA) for covered employees, the provisions of the CBA will prevail.
- D. All employees are expected to comply with this policy. Failure to do so may result in disciplinary action up to and including termination of employment.
- E. The existence of this policy does not create a contract or vested right of employment implied or otherwise. NorthWestern Energy is an at will employer in South Dakota, Nebraska, and Wyoming.
- F. NorthWestern Energy reserves the right to amend, terminate, or otherwise modify this policy at any time. The effect of any amendment or modification, however, will be prospective, not retroactive.

Additional Resources

- A. [Employee Assistance Program](#)
- B. [Paid Time Off policy](#)
- C. [NorthWestern Energy Code of Conduct and Ethics](#)