



Bereavement Leave

The Company provides either paid or unpaid Bereavement Leave to assist team members who are coping with the loss of a family member.

1. Eligibility for Bereavement Leave

- **Paid** Bereavement Leave is available to all team members (including flex team, on-call and seasonal team members) who have completed 90 days of service and:
 - ***If you've worked for Macy's one year or longer***, you must have worked an average of 15 hours per week in the prior calendar year. (You can refer to the MTO Panel on My IN-SITE to confirm your eligibility.)
 - ***If you've worked for Macy's more than 90 days but less than one year***, you must have worked an average of 15 hours per week in the prior 90 days.
- **Unpaid** Bereavement Leave is available to team members who do not meet the eligibility requirements for paid Bereavement Leave. Your request for unpaid Bereavement Leave must be made to your Human Resources representative or a member of your management team.

2. Duration of Bereavement Leave (Paid and Unpaid)

	Family Relationship to Team Member	Maximum Leave Time
Death of Immediate Family Member	<ul style="list-style-type: none"> • Spouse or Domestic Partner • Child • Parent • Legal Guardian or Formal Surrogate Parent responsible for your rearing • Sibling 	<p>1 Week*</p> <p>(For this program, one week is defined as the average number of days you would use for one week of PTO.)</p>
Death of Immediate Extended Family Member	<ul style="list-style-type: none"> • Grandparent • Grandchild • Step-child (or the child of your domestic partner) • Step-father or step-mother • Step-brother or step-sister • Mother-in-law or father-in law (or the parent of your domestic partner) • Son-in-law or daughter-in-law (or the domestic partner of your son or daughter) • Sister-in-law or brother-in-law (or the sibling of your domestic partner) 	<p>3 Days*</p>

* Typically, Bereavement Leave days are taken consecutively. But, if you need to use your Bereavement Leave intermittently, please talk with your Human Resources representative and/or your manager to discuss arrangements.



	Family Relationship to Team Member	Maximum Leave Time
Death of Extended Family Member	<ul style="list-style-type: none">• Great grandparent• Great grandchild• Aunt or uncle• Niece or nephew	1 Day

3. Other Things You Should Know

- **Payment (if you're eligible for paid Bereavement Leave).** If you need to take Bereavement Leave during days you are scheduled to work, you will be paid for your scheduled hours on the day(s) when you take Bereavement Leave. Otherwise, your pay for paid Bereavement Leave will be calculated the same way as PTO.
- **Paid Time Off.** If a death in the family occurs while you're using PTO, you may use Bereavement Leave (as described above) in place of the PTO you scheduled (i.e., your PTO time will not be deducted or paid while you're on Bereavement Leave). However, you will not receive pay for PTO and Bereavement Leave at the same time.
- **Attendance Credits.** Bereavement Leave is considered an approved absence and no attendance credits will be deducted.
- **Leave of Absence.** Paid Bereavement Leave may not be combined with a leave of absence.
- **Leave Sharing.** Leave sharing may not be used to provide or extend Bereavement Leave.
- **Documentation.** Macy's may request documentation of the death of a relative prior to issuing payment for Bereavement Leave.