

# EssilorLuxottica

## California Bereavement Leave

The State of California has revised the California Family Rights Acts to permit eligible employees up to 5 days for bereavement for an eligible family member. The additional time away from work may be taken paid or unpaid. The California Bereavement Leave Act became effective on January 1, 2023.

**Audience:** All California employees

- Requested Communication Timing: ASAP

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Please familiarize yourself with the information below, detailing the California Bereavement Leave Policy.

**1) Eligible Employee** - a person that has been employed with EssilorLuxottica for at least for one month prior to the start of the bereavement leave.

### 2) Bereavement Leave Use

An employee may request Bereavement Leave up to 5 days for the death an eligible family member. An eligible family member includes:

- Spouse
- Child
- Parent
- Sibling
- Grandparent
- Grandchild
- Domestic Partner
- Parent-in-law

### 3) Amount of Leave

Eligible employees are eligible for the following amounts of leave based on existing company policy and state leave:

**Table A**

<b>Status</b>	<b>Company Paid Bereavement Leave</b>	<b>California Unpaid Bereavement Leave</b>
Immediate family member, which includes the employee’s spouse or domestic partner, children, parents, grandparents, grandchildren, and employee’s siblings.	Up to 3 days	Up to 2 additional days

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**Table B**

<b>Status</b>	<b>Company Paid Bereavement Leave</b>	<b>California Unpaid Bereavement Leave</b>
Parent-in-law	Up to 1 day	Up to 4 additional days

#### **4) Terms and Conditions:**

- An employer cannot refuse to grant a request by an employee to take up to 5 days of bereavement leave upon the death of an eligible family member.
- California bereavement leave must be completed within three (3) months from the date of death of an eligible family member
- Bereavement leave does not need to be consecutive (taken altogether or separately over a period of three (3) months)
- The eligible employee has the option to take the days unpaid or paid. The employee may request to use paid time off.

#### **5) Documentation:**

The Company reserves the right to require documentation of the need for bereavement leave. Examples may include - death certificate, published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

#### **6) Manager Action Required:**

When an employee notifies their supervisor of the need to use California Bereavement Leave, do the following:

1. Determine if the employee is full-time or part-time; then determine if the leave is for an immediate, non-immediate family member or non-family member (full-time employees receive 8 hours per day and part-time employees receive 4 hours of pay per day);
2. Record the time away from work in the timekeeping system.
3. Code unpaid time away from work using "**Unpaid Leave**" pay code for California Bereavement hours.

**QUESTIONS?** For questions pertaining to the application of this policy, please contact [HRcompliance@luxotticaretail.com](mailto:HRcompliance@luxotticaretail.com).