

Bereavement Leave

Policy: HR-017	Page 1 of 2
Original Issue Date: January 1, 2019	Rev. Date: 10/1/2019 Rev. Letter: A

1.0 Purpose / Scope

At one time or another, we all have experienced, or will experience, the death of a close relative or family member. We understand the importance of taking time off from work to grieve and attend to immediate concerns. BorgWarner's bereavement policy is to acknowledge your need for time away from work and to provide some time off for this purpose.

2.0 Applicability

To qualify for benefits under this Policy, you must be classified as a full-time, non-union, U.S. employee actively employed by the Company. Bereavement pay will not be paid in addition to any other type of allowed pay for the same days such as vacation days, holidays and disability pay.

3.0 Benefit

The Company provides you with paid time off in the event of the death of a family member defined as:

Relationship	Description	Days Paid within 12 months following death
Immediate Family	Spouse, Children (includes Step or foster children)	14 days
Parents	Parents, Step-Parents In-Laws (Biological, Step, Adoptive)	7 days
Extended Family	Brother/Sister (includes Step) In-Laws (Brother/Sister/Daughter/Son) Grandparent Grandchild (includes Step)	4 days

Paid days are available according to the above schedule at 100% of base wage/salary. The leave may be taken consecutively or intermittently but must be taken within the 12 months following the death.

4.0 Procedure

Your supervisor is responsible for approving time off for bereavement leave. For nonexempt employees, this time will be entered in the designated column on your time sheet with your absence noted as bereavement leave.

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Policy: HR-017	Page 2 of 2
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APPROVALS

Policy Committee

Corporate**REVISION HISTORY**

Rev.	Date	Description
A	9/18/19	Added 7 day tier for parents