COMPANY WIDE BEREAVEMENT POLICY

PURPOSE:

To define Holley's policy regarding time away from work without loss of compensation due to the death of an immediate relative as so specified by the provisions of this policy.

SCOPE:

This policy applies to all active full-time hourly and salary team members of all Company facilities, except as otherwise required by applicable law.

GENERAL PROVISIONS:

Team members are eligible for Bereavement Leave (at regular rate of pay per day) due to the death of an "immediate" family member if the absence occurs during the regularly scheduled five-day workweek, except as otherwise required by applicable law.

The time reimbursed shall be the number of scheduled days of work lost by the team member, but not to exceed the maximum number of days for each member of the "immediate family" as specified below, except as otherwise required by applicable law:

Definition of "Immediate Family Member" and the maximum number of days allowed for each:

- Up to 5 Days – Spouse
- Up to 5 Days – Child / Stepchild
- Up to 3 Days – Parent/ Stepparent
- Up to 3 Days – Father-in-law / Mother-in-law
- Up to 3 Days – Brother /Sister
- Up to 3 Days – Brother-in-law / Sister-in-law
- Up to 3 Days – Son-in-law / Daughter-in-law
- Up to 3 Days – Grandparent / Spouse's Grandparent
- Up to 3 Days – Grandchild / Step-grandchild
- 1 Day – Aunt / Uncle / Niece / Nephew

- No extra pay allowances will be granted for multiple or simultaneous deaths of members of the "immediate family" as specified above, except as otherwise required by applicable law.

- If team member leaves work early on the day he/she is notified of the death, the team member will be paid for the remainder of the scheduled shift, but that time will not count against the approved bereavement leave.

- Additional time away from work may be granted in the form of earned paid time off (PTO), or unpaid time off if PTO is not available, at the discretion of management on a case-by-case basis, except as otherwise required by applicable law. Additional time not covered under the bereavement policy must be approved by the Manager and the Director of Human Resources.

- If so requested, the team member shall furnish the Company with reasonable proof of death. Abuse of this policy will result in disciplinary action up to and including termination.

Those team members who are therefore eligible for Bereavement Leave shall then be granted said leave for the qualifying period of time per the language and intent of this policy.

PROCEDURE:

The following guidelines, whenever practical, must be adhered to in compliance with the language and intent of this policy when applying for Bereavement Pay;

1. Whenever practical, the team member should alert their supervisor of the death of the "immediate family" member, as so specified above, and the relevant information regarding funeral arrangements, except as otherwise required by applicable law.

2. The supervisor will then provide the HR department with the name of the team member requesting Bereavement Leave, the name of the "immediate family" member, and any relevant information available regarding funeral arrangements.