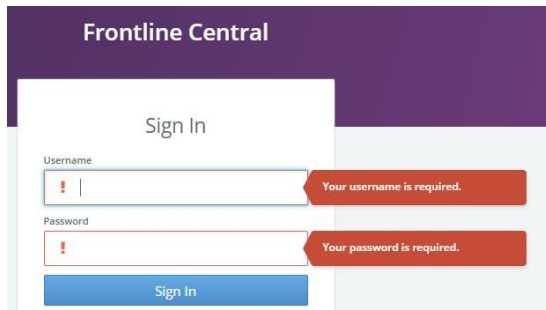


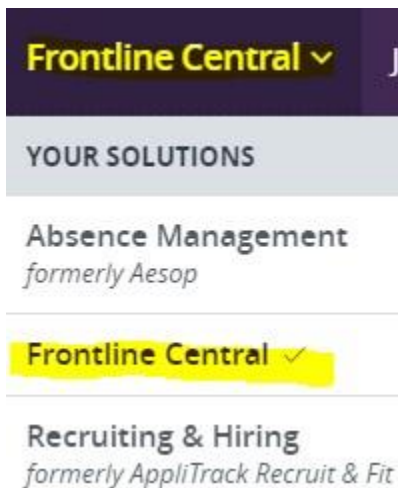
HOW TO APPLY FOR BEREAVEMENT LEAVE

- LOG INTO FRONTLINE

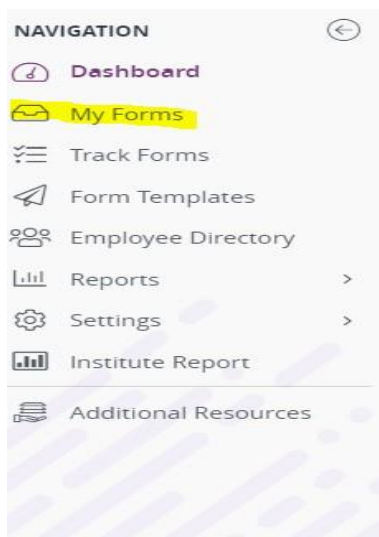


The image shows the 'Frontline Central' sign-in interface. It features a purple header with the text 'Frontline Central'. Below the header is a white sign-in box with the title 'Sign In'. Inside the box, there are two input fields: 'Username' and 'Password'. Both fields have a red error message to their right: 'Your username is required.' and 'Your password is required.' respectively. At the bottom of the sign-in box is a blue button labeled 'Sign In'.

- UNDER THE NAVIGATION TOOL BAR –
- GO TO FRONTLINE CENTRAL

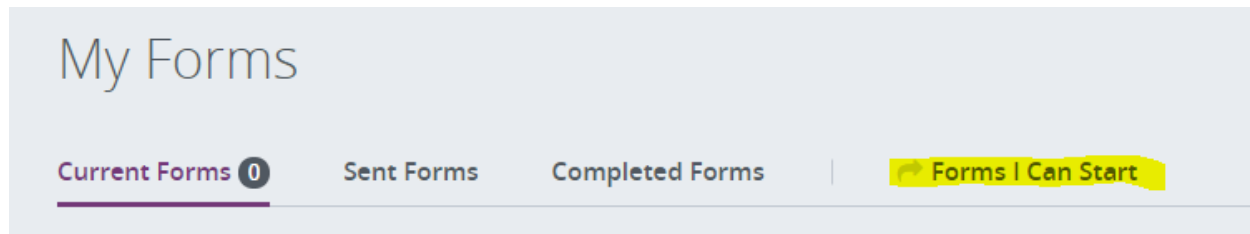


- CLICK MY FORMS

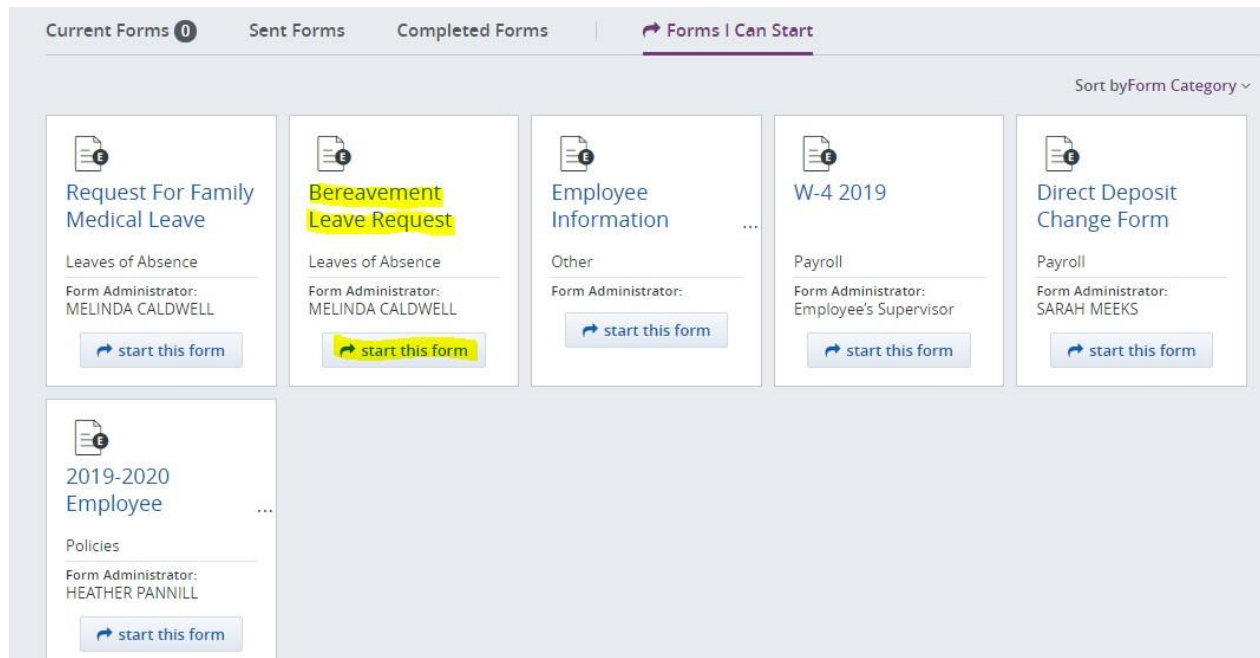


HOW TO APPLY FOR BEREAVEMENT LEAVE

- CLICK FORMS I CAN START



- CLICK ON BEREAVEMENT LEAVE REQUEST – START THIS FORM



- PLEASE COMPLETE THE FORM IN ITS ENTIRETY
 - DATE LEAVE TO START
 - EXPECTED DATE TO RETURN
 - ANSWER QUESTION
 - ADD DIGITAL SIGNATURE
 - ADD DATE
 - UPLOAD FILE – UPLOAD OBITUARY OR DEATH CERTIFICATE INTO FORM
 - ADD ANY ADDITIONAL COMMENTS
- SUBMIT FORM

YOU WILL BE NOTIFIED WHEN THE BEREAVEMENT LEAVE HAS BEEN APPROVED.