



BEREAVEMENT TIME

The Company recognizes that the death of a family member or loved one can be a traumatic and difficult experience. The Company seeks to ensure that an employee is able to attend to family and personal matters associated with a death. On this basis, all full-time employees will be provided with up to five (5) paid bereavement days per year for the death of an immediate family member — defined as a parent, child, sibling, spouse, domestic partner, grandparent, grandchild, or individual that took the place of a parent in the employee’s childhood. In-laws are also included in the bereavement policy.

Time off for the death of anyone other than those mentioned above may be requested by using accrued time from the employee’s PTO balance.

Employees who wish to request time off for bereavement must contact their immediate supervisor as soon as possible prior to the absence. The company may require verification of the absence (death certificate or obituary) before granting bereavement pay or excused time off.