



Bereavement Leave Policy

Immediate Family Members

The Company believes in family first and is sensitive to the anxiety, grief and personal difficulties employees may experience in connection with the death of a relative. As such, for those not eligible for our DTO program, the Company will provide up to five (5) days of paid leave in connection with the death of an immediate family member.

Immediate family member includes an employee's mother, father, mother in-law, father-in-law, the mother or father of your domestic partner, sibling, spouse, domestic partner, child, grandparent, grandchild, brother-in-law, sister-in-law, or individual who takes the place of a parent.

If you are notified of a death in your immediate family while at work, you will be paid for the remainder of the scheduled hours that day, and bereavement leave will not commence until the next regularly scheduled work day which is lost.

Non-Immediate Family Member Funeral Leave

Employees who are not eligible for our DTO program are eligible for up to three (3) days of paid leave to attend the funeral of a close, non-family member. This time off will be considered and approved on a case-by-case basis.

As is true with Bereavement Leave for immediate family members, if you are notified of a death in your immediate family while at work, you will be paid for the remainder of the day and your leave will commence on the next regularly scheduled workday