



### **Bereavement Leave Policy**

The Company will provide full-time employees three (3) days paid bereavement leave in the event of the death of an immediate family member of the employee or employee's spouse. An employee may, with Manager approval, use any available Paid Time Off (PTO) for additional time off beyond three days as necessary. Immediate family consists of the employee's spouse, sibling, child, step-child or foster child, parent, legal guardian, or step-parent, grandchild, grandparent; or the child, sibling, parent or grandparent of the employee's spouse. Time off to attend funerals for all others will be considered Paid Time Off (PTO).

For employees in Oregon, Illinois, and California, please reach out to your Office Manager regarding the Bereavement Leave Policy in your state.

Please contact a member of the HR Generalist Team with any questions.