

Bereavement Policy

1 Summary

AeroVironment (AV) provides up to 5 days of paid bereavement time to support employees during difficult times of loss. This Bereavement Policy provides guidelines for requesting time off to grieve and attend to any necessary arrangements.

2 Scope

This policy applies to all regular AV employees and supplemental intern employees in the United States. This policy does not apply to temporary workers or contractors.

3 Policy

Bereavement Time

Regular full-time, regular part-time, and supplemental employees may request up to 5 days of paid bereavement time not to exceed 40 hours per calendar year following the death of a family member. Requested time off may be taken in 1 hour increments up to an employee's scheduled hours for the work day. Time off does not need to be taken consecutively.

Employees may request additional unpaid bereavement time following the death of other family members in the same calendar year. Unpaid bereavement time will be approved up to 5 days per loss. Additional unpaid time off may be granted at the discretion of the department manager and People & Culture on a case-by-case basis. An employee may choose to use accrued and available vacation, sick time, or discretionary time off (DTO) to supplement unpaid time off under this policy.

Requested time off under this policy must be completed within 3 months of the family member's date of death.

Family Member

For purposes of this policy, a family member includes an employee's spouse, domestic partner, child, stepchild, child of a domestic partner, parent, stepparent, parent-in-law, parent of a domestic partner, grandparent, grandchild, sister, stepsister, sister-in-law, brother, stepbrother, or brother-in-law.

Parent and child relationships include foster and adopted relationships and relationships based on an individual's legal guardianship or *in loco parentis* relationship to another.

Request for Bereavement Time

Employees should request bereavement time from their supervisor as soon as practicable. AV may require documentation supporting the request within 30 days of the employee's time off for bereavement. Any documentation provided will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Public

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Time off must be recorded on the employee's timecard to the appropriate time off event.

Termination of Employment

AV does not pay out unused bereavement time upon termination of employment.

Administration of This Policy

AV Benefits is responsible for the administration of AV's Bereavement Policy.

No Retaliation or Discrimination

AV prohibits any form of retaliation or discrimination against an employee for attempting to use or using bereavement time under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to their People and Culture Business Partner.

AeroVironment reserves the right to modify this policy at its discretion at any time without prior notice.

4 Authority and Responsibility

Functional Owner: People & Culture
Functional Participants: All Departments

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