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| Bereavement Leave Policy |
| **January 2023** |

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# Purpose

The Bereavement Leave Policy outlines when AeroVironment will provide bereavement leave for an employee’s work absence due to the death of a family member.

# Scope

This policy applies to all regular AeroVironment employees.

# Policy

## Full-time Employees

Eligible full-time employees may request paid bereavement leave of up to five (5) days, not to exceed forty (40) total hours per calendar year, for the death of a family member. Requested time off must be taken in full-day increments (8 or 9 hours based on the employee’s standard work schedule). If additional time is needed, an employee may be eligible to use accrued sick or vacation time or discretionary time off (DTO). Additional unpaid time off may be granted at the discretion of the department manager and People & Culture on a case-by-case basis.

## Part-time Employees

Eligible part-time employees may request up to five (5) days of unpaid bereavement leave for the death of a family member. Part-time employees may use accrued sick or vacation time during the bereavement leave. Additional unpaid time off may be granted at the discretion of the department manager and People & Culture on a case-by-case basis.

## Completion of Leave

Bereavement leave must be completed within three (3) months of the family member’s date of death, although the days of leave do not need to be consecutive.

## Family Member

For 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 Leave

Employees are responsible for requesting bereavement leave from their supervisor as soon as possible. AeroVironment may require documentation to support the leave request within thirty (30) days from the first day of the employee’s bereavement leave. Any documentation provided shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

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

## Separation of Employment

Upon separation of employment, an employee is not eligible for pay out of “unused” bereavement

leave.

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

# Authority and Responsibility

**Functional Owner:** Sr. Vice President & Chief Financial Officer

**Functional Participants:** All Departments