

## Bereavement Leave Policy

### **Policy:**

#### **Scope, Eligibility and Exceptions:**

The Bereavement Leave Policy applies to all regular full-time AV employees.

Eligible employees may apply for a paid leave of up to five (5) days off, not to exceed 40 total hours per calendar year if a death occurs in the employee's immediate family. Time off must be taken in full day (8 or 9 hours based on schedule) increments. In the event that additional time is needed, an employee may be eligible take unused, accrued sick or vacation time, or DTO. Based on expected duration of time off, the employee may be evaluated for placement on a leave of absence under one of AV's leave policies. Appropriate documentation may be required to support the leave request.

For this policy, immediate family includes a spouse, domestic partner, child, parent, step-parent, parent-in-law (including parent of domestic partner), grandparent, grandchild, sister, or brother as well as a step-child, step-brother or sister, or brother or sister-in-law.

### **Procedure:**

#### **Request for Bereavement:**

Employees should notify their supervisor as soon as possible in the event of a death in their immediate family for which they are requesting bereavement leave. Time off must be recorded on the employee's timecard to the appropriate time off event.

#### **End of Employment:**

Upon separation of employment, an employee is not eligible for pay out of "unused" bereavement leave.

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