##### BEREAVEMENT LEAVE

Regular full-time employees who have completed their ninety (90) day orientation period are eligible for up to **three** (3) workdays off without loss of pay for the purpose of making funeral arrangements or to attend the funeral of an immediate family member. Immediate family is defined as spouse, child, father, mother, brother, sister, grandparents, mother and father-in-law.

Bereavement pay is only to be paid if the employee is scheduled to work and would suffer a loss of pay. Otherwise, any extension of the policy to cover additional relatives or circumstances will be determined on an individual basis by the Chief Human Resource Officer. xxxx may request written verification of an immediate family member’s death.