

Bereavement Leave Policy

Objective

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members, fellow employees and their immediate family members or retirees of CATIC.

Eligibility

All active, full-time and/or part-time employees are eligible for benefits under this policy.

Policy

In the event of a death in your immediate family, the Company will grant you up to three (3) consecutive work days off with pay. Immediate family is defined as parents, parents-in-law, brothers, sisters, spouse, children, stepchildren, grandparents and grandchildren of the employee. Straight time pay will be issued during the requested bereavement leave.

Additionally, one (1) day of bereavement leave will be granted in the event of the death of any equivalent "step" or "in-law" relation. Straight time pay will be issued for the day of the funeral only.

CATIC Family Provision

In the event of a death of a current employee, a current employee's immediate family, or retiree of CATIC, the Company will grant all full-time and/or part-time employees up to four (4) hours of regularly scheduled paid time off to attend funeral services. Immediate family is defined as parents, parents-in-law, brothers, sisters, spouse, children, stepchildren, grandparents and grandchildren of the employee. Straight time pay will be issued during the requested bereavement leave.