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BEREAVEMENT LEAVE

Eligible employees are allowed paid time off to attend the services and make any necessary arrangements associated with the death of close family members as per the following schedule:

Five Days: Spouse, Parent, Sibling or Child
Three Days: In-law, Grandparent or Grandchild
One Day: Aunt, Uncle, Niece, Nephew or Cousin

The employee's supervisor should be notified as soon as possible in the event of a death requiring bereavement leave.