



### **Bereavement Leave Policy**

Optizm provides five (5) bereavement paid leaves in total to grieve the loss of a loved one, attend funeral/last rituals/right services, and take care of any personal matters. All active employees of Optizm are eligible upon your date of hire. There is no minimum period of Company service required. Bereavement leave can be taken in the event of death of an immediate family member (defined as parents, grandparents, siblings, spouse, children and in-laws).