# BEREAVEMENT LEAVE POLICY

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### Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-BL-001

### 1. PURPOSE AND SCOPE

1. This Bereavement Leave Policy ("Policy") establishes guidelines and proc

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2. This Policy applies to all full-time and part-time employees who have con
2. DEFINITIONS
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1. "Immediate Family Member" includes:
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Spouse or domestic partner
-
Parent or step-parent
-
Child or step-child
-
Sibling or step-sibling

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Grandparent or grandchild
-
Parent-in-law
-
Son-in-law or daughter-in-law
-
2. "Extended Family Member" includes:
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Aunt or uncle
-
Niece or nephew
-
First cousin

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Brother-in-law or sister-in-law

# 3. LEAVE ENTITLEMENT

1. Immediate Family Member Death

Eligible employees may take up to five (5) consecutive working days of paid

Leave must be taken within thirty (30) calendar days of the death

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Additional unpaid time may be granted at management's discretion

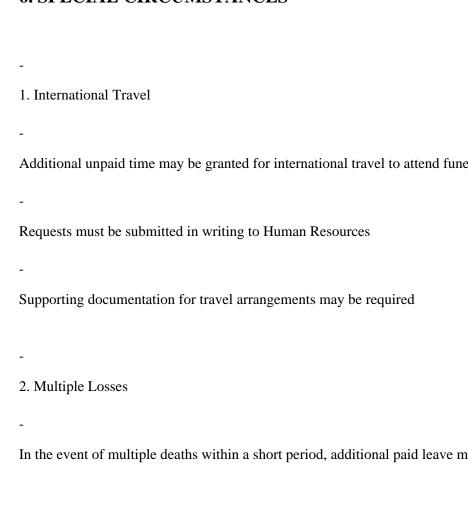
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2. Futon ded Femilie Member Deeth
2. Extended Family Member Death
Eligible employees may take up to two (2) consecutive working days of paid
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Leave must be taken within fifteen (15) calendar days of the death
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3. Non-Family Member Death
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One (1) day of paid bereavement leave may be granted for attending the fun
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Subject to supervisor approval
4. COMPENSATION AND BENEFITS
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1. Bereavement leave will be paid at the employee's regular base rate of pay.
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2. Bereavement leave will not be counted against the employee's accrued Par
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3. All benefits will continue to accrue during bereavement leave.
5. NOTIFICATION AND DOCUMENTATION
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1. Employees must notify their immediate supervisor as soon as possible wh
2. Documentation Requirements:

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Th	e Company may require documentation confirming the death and rel
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Ac	cceptable documentation includes:
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- De	eath certificate
- Fu	neral program
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- Oh	situary notice
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- De	ocumentation from funeral home
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3.	Documentation must be submitted to Human Resources within fourton

# 6. SPECIAL CIRCUMSTANCES



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Determination will be made on a case-by-case basis by Human Resources
7. CONFIDENTIALITY
1. All bereavement leave requests and supporting documentation will be treat
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2. Information will only be shared with those who have a legitimate business
8. NON-RETALIATION
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1. The Company prohibits retaliation against any employee for requesting or

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2. Violations should be reported immediately to Human Resources.

# 9. POLICY ADMINISTRATION

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1. Human Resources is responsible for administering this Policy.

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2. Questions regarding this Policy should be directed to:

**Human Resources Department** 

Polar Dynamics Robotics, Inc.

Email: hr@polardynamics.com

Phone: (555) 123-4567

10. MÖDIFICATIONS
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1. The Company reserves the right to modify, revise, or terminate this Policy
- 2. Any changes will be communicated to employees in writing.
ACKNOWLEDGMENT
I acknowledge that I have received and read the Bereavement Leave Policy a understand its contents.
Employee Name: _
Employee Signature:

**Date:** \_11 -

Approved by:

Victoria Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Sarah Nordstrom

Chief Operating Officer

Polar Dynamics Robotics, Inc.

Date: January 1, 2024

