



TEMPO

FLEXIBLE PACKAGING

Bereavement Policy

All permanent staff employed for at least 6 months is eligible to take a Bereavement Leave of 3 days paid leave, for their regularly scheduled shifts. Any additional time off in relation to Bereavement, whether paid or unpaid, can be used as a Personal Emergency Leave. If the employee does not have any Personal Emergency Leave days remaining, they may consult with their Manager to apply an authorized absence or an extended leave of absence without pay. Any additional time off is issued at the sole discretion of Management.

Employees still within their probationary period (less than 6 months), are eligible to take 3 days Bereavement Leave unpaid, for their regularly scheduled shifts. Any additional time off in relation to Bereavement, whether paid or unpaid, can be used as a Personal Emergency Leave. If the employee does not have any Personal Emergency Leave days remaining, they may consult with their Manager to apply an authorized absence or an extended leave of absence without pay. Any additional time off is issued at the sole discretion of Management.

This policy applies to all immediate family members of a staff member or a staff member's spouse (common law for one year). Immediate family members are considered to be the following;

- The employee's spouse
- Parent, step-parent or foster parent of the employee or the employee's spouse
- A child, step-child or foster child of the employee or employee's spouse
- A grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
- The spouse of a child of an employee.
- The siblings of an employee or an employee's spouse
- A relative of the employee who is dependent on the employee for care and assistance.
- A pregnancy loss of the employee or spouse of the employee.

Lee-Anne Giglio

October 13, 2021

Chief Operations Officer