

Perform Air International Inc.
Quality System Manual
Policy QSM.28 Bereavement Policy

Revision	Revision Date	Revision Change
N/I	03/31/2021	Initial Release/Re-Release

The Bereavement Policy of Perform Air International Inc.

If you are affected by a loss, please talk to the H.R Department. The Company will support employees during the bereavement process and can help you with any questions you may have about the bereavement leave policy.

Bereavement leave for an immediate family member

Full-time employees may take up to three (3) days off with pay after a year of employment. Immediate family is the employee's Parent, Step Parents, Sibling, Child, or Spouse.

Bereavement for Extended family member

Full-time employees may take up to one (1) days off with pay after a year of employment. Extended family is the employee's Mother or Father In-law, Grandparents, Grandchildren, Aunts, Uncles, Niece and Nephew.

Additional bereavement leave

Employees may request additional non-paid leave.

Documentation:

In the event an employee requires the use of bereavement leave, the time away from work form should be utilized noting bereavement leave requested. Documentation of loss will be required, such as an obituary, funeral program etc.