

11.1 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. Vanguard Academy defines "immediate family" as your spouse, parent, child, step child, sibling or your spouse's parent. Vanguard Academy defines "extended family" as your grandparent, your spouse's grandparent, or your spouse's brother or sister.

Up to three days of paid bereavement leave due to the death of an immediate family member and one day for an extended family member will be provided to eligible employees in the following classification(s):

* Regular full-time employees

If you require additional time off, it will be charged against your PTO pay or without pay with your manager's prior approval.

Bereavement pay for hourly employees is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.

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