



Bereavement Time-Off Guidelines

We know the death of a family member is a time when you may wish to be with the rest of your family. As a WireCo associate, you are allowed up to three (3) consecutive days of paid time-off in order to assist with your obligations, commitments, and to attend the funeral of your close relative.

For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent or sibling, whether related by blood, adoption, or marriage. Associates are allowed one (1) day for the death of an aunt, uncle, grandparent or grandchild. Verification of death and relationship may be requested.

Associates are allowed up to four hours of bereavement time-off to attend the funeral of a fellow associate or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

Paid bereavement time-off may only be taken on regularly scheduled, consecutive workdays to attend to obligations, commitments and the funeral. You may utilize additional Paid Time-Off (PTO) if needed. You must inform your Supervisor prior to commencing bereavement time-off.

Bereavement days cannot be used for purposes of calculating overtime.