

# Bereavement Policy

## 1 Summary

AeroVironment (AV) provides up to 5 days of paid bereavement time to support employees during difficult times of loss. This Bereavement Policy provides guidelines for requesting time off to grieve and attend to any necessary arrangements.

## 2 Scope

This policy applies to all regular AV employees and supplemental intern employees in the United States. This policy does not apply to temporary workers or contractors.

## 3 Policy

### Bereavement Time

Regular full-time, regular part-time, and supplemental employees may request up to 5 days of paid bereavement time not to exceed 40 hours per calendar year following the death of a family member. Requested time off may be taken in 1 hour increments up to an employee's scheduled hours for the work day. Time off does not need to be taken consecutively.

Employees may request additional paid bereavement time off following the death of other family members in the same calendar year. Paid bereavement time off will be approved up to 5 days per loss. Additional paid time off may be granted at the discretion of the department manager and People & Culture on a case-by-case basis. If an employee needs bereavement time off beyond the 5 days, they may choose to use accrued and available vacation, sick time, or discretionary time off (DTO) to supplement time off under this policy.

Requested time off under this policy must be completed within 3 months of the family member's date of death.

### Family Member

For purposes of this policy, a family member includes an employee's spouse, domestic partner, child, stepchild, child of a domestic partner, parent, stepparent, parent-in-law, parent of a domestic partner, grandparent, grandchild, sister, stepsister, sister-in-law, brother, stepbrother, or brother-in-law.

Parent and child relationships include foster and adopted relationships and relationships based on an individual's legal guardianship or *in loco parentis* relationship to another.

### Request for Bereavement Time

Employees should request bereavement time from their supervisor as soon as practicable. AV may require documentation supporting the request within 30 days of the employee's time off for bereavement. Any documentation provided will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

Public

**AeroVironment, Inc. Proprietary Information.** This material includes privileged or proprietary data that shall not be disclosed to any third party at any time, nor shall it be duplicated or used by the recipient, in whole or in part, for any purpose other than to disseminate information provided by AeroVironment, Inc. Furthermore, this material contains trade secrets and/or commercial or financial information that is proprietary and is exempt from disclosure under the Freedom of Information Act and protected from disclosure by the Trade Secrets Act. See 5 USC 552(b)(4); 18 USC 1905.

## Bereavement Policy

Based on expected duration of time off, the employee may be evaluated for placement on a leave of absence under one of AeroVironment's leave policies. Appropriate documentation may be required to support the leave request.

Time off must be recorded on the employee's timecard to the appropriate time off event.

### Termination of Employment

AV does not pay out unused bereavement time upon termination of employment.

### Administration of This Policy

AV Benefits is responsible for the administration of AV's Bereavement Policy.

### No Retaliation or Discrimination

AV prohibits any form of retaliation or discrimination against an employee for attempting to use or using bereavement time under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated or retaliated against should report their concerns to their People and Culture Business Partner.

AeroVironment reserves the right to modify this policy at its discretion at any time without prior notice.

## 4 Authority and Responsibility

<b>Functional Owner:</b>	People & Culture
<b>Functional Participants:</b>	All Departments

Public

**AeroVironment, Inc. Proprietary Information.** This material includes privileged or proprietary data that shall not be disclosed to any third party at any time, nor shall it be duplicated or used by the recipient, in whole or in part, for any purpose other than to disseminate information provided by AeroVironment, Inc. Furthermore, this material contains trade secrets and/or commercial or financial information that is proprietary and is exempt from disclosure under the Freedom of Information Act and protected from disclosure by the Trade Secrets Act. See 5 USC 552(b)(4); 18 USC 1905.

Page 2 of 2