

Letter of Understanding Number Seventeen

Bereavement Policy Changes

This letter of understanding will confirm that changes to the Company bereavement policy effective January 1, 2018 will be made available to all Employees represented by the International Association of Machinists District 142.

Modification of current language will be as follows:

- Article 18.K- Under the modified policy as of January 1, 2018, an Employee can take up to four (4) days off with pay for a death in the immediate family. Immediate family members are now defined as the Employee's mother, father, spouse, child, stepfather, stepmother, stepchildren, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, eligible partner, and the partner's eligible children, mother, and father. Please note that all other provisions within Article 18.K will still apply.
- Article 27.Q- As it pertains to the productivity bonus, bereavement leave will no longer be considered a disqualifying event with respect to the perfect attendance program. Under the new policy, Bereavement Leave will be reclassified as Bereavement Days and will count as qualifying time off. The chart below will serve as a replacement to what currently exists in the book.

| Qualifying Time Off | Disqualifying Time Off |
|---|-------------------------|
| Vacation | Sick |
| Holiday | OJI |
| Company-offered time including but not limited to LWOP (Leave without pay) and TOWOP (time off without pay) | No Show |
| Jury Duty | Early Leave |
| Union Business | Medical/Maternity Leave |
| Bereavement Days | FMLA |
| | Military Leave |
| | Personal Leave |
| | State Leaves |
| | |



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