

Bereavement Leave Policy

For U.S. Employees

Cision strives to ensure you have the support you need to care for yourself and your family during major life events. If a loved one passes away, know you have time away from work to be with your family. Regular employees, interns, and Cision-paid temps are eligible to take up to 20 working days (at base salary), per calendar year, to help ease the emotional, financial, and logistical burdens during the loss of an immediate family member:

- Spouse/common law partner, parents, siblings and children
- Spouse/common law partner's parents, siblings and children
- Grandparents
- Grandchildren
- Pregnancy loss (yours or your spouse/common law partner's)
- Any family member as defined by local law or ordinance for whom statutory paid time off is provided locally for bereavement.

This time off runs concurrently with any applicable statutory entitlements for bereavement leave. Employees may also qualify for other leaves of absence or time off under Cision's other policies. Should you need to take time off due to the loss of a non-immediate family member you are encouraged to use other Cision time-off programs available to you.

You are eligible to take time off for bereavement starting on your first day with Cision. The time off must be taken within 60 calendar days of the death. It can be taken as one block or intermittently and in full-day increments. Bereavement is not an accrued benefit and will not be cashed out if it is not used. There is no impact to your pay or benefits while on bereavement.

Speak with your manager about your need for bereavement and be sure to submit your bereavement time off before you via UKG > Time Management > Request Time Off > Bereavement.

For questions, please review the FAQs below or email employeebenefits@cision.com.

Frequently Asked Questions

Q: Is a death certificate required to take bereavement?

A: No. A death certificate is not required to take bereavement.

Q: With this difficult time, does Cision provide a benefit for counselling?

A: Telus Health, Cision's Employee Assistance Program (EAP) can assist you with short-term counselling for you and yourself and your dependents. Access Telus Health via OKTA > Telus Health or find more information at www.benefitsatcision.com.

Q: What if I experience bereavement more than once in the same year, do I get another 20 days of Cision paid bereavement?

A: No, you receive 20 days of Cision paid bereavement leave annually that is reset at the beginning of the year. While no one plans for multiple bereavements in a year, it is possible. Please decide carefully how many days you want to use to ensure you have the time you may need for each situation.

Q: If my eligible family member is in hospice or on life support, may I begin my bereavement in advance of their inevitable passing?

A: No. Bereavement cannot begin until after the death occurs.

Q: Who can I contact with questions about my bereavement benefit?

A: You can contact employeebenefits@cision.com with any questions about your bereavement benefit.

Managers

Q: What is the manager's role in relation to Bereavement?

A: Cision strives to ensure employees have the support they need to care for themselves and their family, especially during major life events. As a manager, your role is to support the employee and allow them time to grieve, even after they return to work.

While they are taking bereavement, keep communicating with the employee and transmit the messages of condolences from the team. When the employee returns to work, schedule a 1:1 to check-in on your employee. Provide opportunities for them to share their feelings, remind them about Telus Health Cision's Employee Assistance Program (EAP) and discuss and agree on priorities for the next six months.

Please contact your people partner or employeebenefits@cision.com if you have any questions.