

COMMUNITY COLLEGE OF VERMONT

*See also:
VSC Personnel Handbook*

STAFF BEREAVEMENT LEAVE POLICY

April 9, 2010

Revised: May 27, 2010

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POLICY

Employees will be granted up to five days of paid leave in case of the death of a spouse, eligible civil union partner, child, stepchild, parent or any person domiciled in the household.

Employees will be granted three days of paid leave in the case of the death of an employee's brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather or stepmother. Employees who work at least .5 FTE, but less than full time will be granted bereavement leave on a pro-rated basis. This policy is an expansion of the VSC Bereavement Leave policy in the Personnel Handbook.

PROCEDURES

1. Staff who need to use bereavement leave as allowed by the policy must record the time as "bereavement" on their timesheet. Staff are responsible for tracking the number of days used as bereavement, not to exceed those allowed by the policy.
2. Supervisors must approve employee timesheets and verify that the leave taken was appropriate and did not exceed the number of bereavement days as allowed by the policy.