CHAMPLAIN COLLEGE

BEREAVEMENT LEAVE POLICY
THE PEOPLE CENTER

December 2025

SECTION I - POLICY STATEMENT

The Champlain College Bereavement Leave Policy establishes guidelines for providing paid and unpaid time off to employees for absences related to the death of a family member and in accordance with the Vermont Parental and Family Leave law.

SECTION II – ELIGIBILITY

All regular full-time and part-time, active employees are eligible for benefits under this policy.

SECTION III – DEFINITIONS

For purposes of this policy, the term "family member" means an employee's:

- Child, regardless of age, including the child of an employee's spouse or domestic or civil union partner, including: (1) a child regardless of whether the relationship is a biological, foster, or step relationship; (2) legal ward; (3) a child to whom the employee stands in loco parentis or to whom the employee stood in loco parentis when the child was under 18; and (4) any individual to whom the employee provides caregiving responsibilities similar to those of a parent-child relationship.
- Parent, including the parent of an employee's spouse or domestic or civil union partner, including: (1) a parent regardless of whether the relationship is a biological, foster, adoptive, or step relationship; (2) a legal guardian; or (3) a person who stood in loco parentis when the employee or their spouse or civil union or domestic partner was under 18.
- Spouse, including domestic or civil union partner;
- Grandparent, including the grandparent of an employee's spouse or domestic or civil union partner, regardless of whether the relationship is a biological, foster, adoptive, or step relationship.
- Grandchild, including the grandchild of an employee's spouse or domestic or civil union partner, regardless of whether the relationship is a biological, foster, adoptive, or step relationship.
- Sibling, including the sibling of an employee's spouse or domestic or civil union partner, regardless of whether the relationship is a biological, foster, adoptive, or step relationship.

For purposes of this policy, bereavement leave means leave taken following a family member's death to grieve, attend funeral or memorial services, and for leave related to the administration or settlement of the family member's estate.

SECTION IV - POLICY

In the event of a death of an employee's family member (defined above) , an employee may be granted up to two weeks of bereavement leave in a 12-month period, though no more than five days of bereavement leave may be taken consecutively. Requests for additional bereavement leave will be evaluated on a case-by-case basis, taking into consideration the employee's circumstances and operational needs of the employee's department. Bereavement leave must be taken within 12 months of the family member's death.

Employees will be granted up to 3 **paid** days of bereavement leave, and, under special circumstances (i.e., travel, funeral arrangements, personal reasons), an additional 2 **paid** days (for a maximum 5 paid days) may be granted upon consultation and approval of your manager.

An additional 5 **unpaid** days may be taken, and an employee may charge this time to their sick, personal, or vacation leave if time is needed in excess of the paid days allowed. Use of sick, personal, or vacation leave does not extend an employee's bereavement leave entitlement beyond two weeks.

Documentation to support bereavement leave, such as a death certificate or a notice from a funeral home, may be required.

Leave taken under this policy runs concurrently with an employee's entitlement to Vermont Parental and Family Leave to the extent permitted by applicable law.

Arrangements should be made with your manager as soon as possible. Your manager should be advised of the total number of days you will need. Absences due to Bereavement Leave should be recorded as Bereavement in the Oracle Absence Module.

SECTION V -- POLICY ADHERENCE

The People Center Leader is the responsible official for this policy. Any exceptions to this policy must be approved by the People Center.

SECTION VI -- CONTACT

Questions related to the interpretation of this policy should be directed to the People Center.

The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.