



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.19.01 Bereavement Leave	<i>Reviewed: September 14, 2010; September 13, 2016; October 11, 2016; March 14, 2023</i>
-	<i>Revised: October 11, 2016; March 14, 2023</i>

Employees who experience a death in the family may request bereavement leave for “covered family members” according to the following guidelines:

In accordance and consistent with the Illinois Family Bereavement Leave Act (FBLA), 820 ILCS 154/1 et seq., employees who have worked for the College for at least twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months are eligible to take up to ten (10) working days of unpaid bereavement leave to:

- a) attend the funeral or alternative to a funeral of a covered family member;
- b) make arrangements necessitated by the death of the covered family member;
- c) grieve the death of the covered family member;
- d) be absent from work to due to (i) a miscarriage, (ii) an assisted reproduction technology procedure (as defined in the FBLA), (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a stillbirth.

The term “covered family member” includes an employee’s child (son or daughter who is a biological, adopted, or foster child, or a legal ward), stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. The bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the occurrence of the pregnancy-related or adoption-related event. In the event of the death of more than one covered family member in a twelve-month period, an employee may take up to a total of six (6) weeks of unpaid bereavement leave in the twelve-month period.

Regardless of whether they are eligible for leave under the FBLA, benefit-eligible employees not covered by a collective bargaining agreement may take up to three (3) working days of bereavement leave with pay and without the use of accrued paid leave days for the purposes described above regarding the death of covered family members or the death of aunts, uncles, and the in-law or step relations corresponding to siblings, grandparents, and grandchildren.

Any employee eligible for bereavement leave under the FBLA may substitute any accrued paid leave for unpaid days of bereavement leave granted under this Policy. For employees who are eligible for leave under the FBLA, the three (3) working days of paid leave are substituted for three of the unpaid days provided by the FBLA and do not increase the total number of days of leave provided by the FBLA.

Notification of bereavement leave shall be submitted to an employee’s immediate non-bargaining unit supervisor or designee upon the death of the employee’s covered family member. An employee shall provide his or her supervisor at least 48 hours’ advance notice that the employee intends to use bereavement leave, unless the employee can demonstrate that providing such notice is not reasonable and practicable.

The College reserves the right to require an employee to provide reasonable documentation to support the request for bereavement leave. In the event of a death of a covered family member, “reasonable documentation” includes a death certificate, published obituary or written verification of death, burial, or memorial services. Reasonable documentation for covered events related to pregnancy, adoption, surrogacy and fertility includes a form, provided by Human Resources, to be filled out by a health care practitioner who has treated the employee or the employee’s spouse or domestic partner, or surrogate, or documentation from the adoption or surrogacy organization that the employee worked with, certifying that the employee or his or her spouse or domestic partner has experienced a covered event, but the employee is not required to identify which category of event the leave pertains to.

Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.