



EMPLOYEE BEREAVEMENT LEAVE PROCEDURE

Policy Number: 4.3051
Subject Area: Personnel
Adopted: 04/12/2023
Revised: 05/12/2025

In the event of a death in the full-time or 30, 25, 20 hour(s) per week regular part-time employee's immediate family, the employee shall be entitled to use up to a maximum of three (3) paid calendar days (excluding weekends and holidays) per occurrence for the purpose of attending the funeral and making funeral arrangements. Immediate family is defined as the employee's spouse, domestic partner, children, stepchildren, parents, stepparents, grandparents, grandchildren, brothers, sisters, legal guardians, sons-in-law, daughters-in-law, parents-in-law, sisters-in-law, and brothers-in-law. Bereavement leave days cannot be accrued and must be taken within 6 calendar months of the first bereavement day taken to the last bereavement day taken. Bereavement leave must be taken within 6 calendar months of the date of the death of the family member.

Regular, part-time employees working 25 hours per week or 20 hours per week will be provided bereavement based on their regularly scheduled workdays.

The employee's immediate supervisor will alert Human Resources by email at hr@kaskaskia.edu regarding the employee's circumstance and days of bereavement as soon as possible.

Up to seven (7) days of sick leave may also be used if more than three (3) bereavement days are necessary, in consultation with the employee's immediate supervisor. The appropriate leave form/timesheet must be completed.

Kaskaskia College reserves the right to request reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

An employee who wishes to attend the funeral of a fellow or former Kaskaskia College employee or fellow or former employee's spouse during a workday or who is asked by his/her immediate supervisor to represent the College will do so at no loss of pay or other benefits. All time off for this purpose must be approved in advance by the employee's immediate supervisor.

The Child Bereavement Leave Act (CBLA) provides eligible employees of public and private employers with more than fifty employees with a maximum of ten workdays of unpaid leave following the death of a child.

Effective January 1, 2023, the CBLA has been renamed the "Family Bereavement Leave Act" (FBLA). Under the Illinois Family Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period, an employee is eligible for two (2) weeks (ten/10 working days) of unpaid leave following the death of a child with the first 3-5 days being paid as noted in the policy above and the remaining days unpaid.

Under the FBLA, eligible employees can take ten (10) workdays of unpaid leave annually to grieve the death of a "covered family member," defined as the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent; miscarriages; unsuccessful reproductive technology procedures; failed adoption matches; adoptions not finalized due to being contested by another party; failed surrogacy agreements; diagnoses negatively impacting pregnancy or fertility; and stillbirths.

Employees shall be entitled to use a maximum of two weeks (ten/10 work days) of unpaid bereavement leave to attend the funeral or alternative to a funeral of a covered family member, grieve the death of the covered family member, or be absent from work due to a miscarriage, an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or an adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth.

Bereavement leave under this Act 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 date on which an event occurs.

An employee who is entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) from employment, pursuant to federal, State, or local law, a collective bargaining agreement, or an employment benefits program or plan may elect to substitute paid leave for any period of such leave.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six (6) weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993.

The Department of Labor is to develop a form to be completed by the applicable health care practitioner or adoption or

surrogacy organization certifying that such an event has occurred without necessitating the basis for leave.

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