

BEREAVEMENT LEAVE

Full time employees may request up to 5 days paid bereavement leave per year in the event of the death of covered family member. For purposes of bereavement leave, "covered family member" is defined as the employee's spouse, domestic partner, parent, step-parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

As per the Family Bereavement Act, Sec. 10. Bereavement Leave [820 ILCS 154/10], all employees shall be entitled to use a maximum of 2 weeks (10 days) of unpaid bereavement leave to:

- (1) attend the funeral or alternative to a funeral of a covered family member;
- (2) make arrangements necessitated by the death of a covered family member;
- (3) grieve the death of a covered family member; or
- (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (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.

Accrued vacation time may be used as compensation for bereavement leave. 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 date on which an event listed under Sec. 10 occurs. Special consideration may also be given to any other person whose association with the employee was similar to any of the above relationships. An employee shall provide the Director at least 48 hours advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable.

Employee may be asked to provide reasonable documentation, which per the Act may include a death certificate, published obituary, or written verification from a health care practitioner.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period.

Should the staff choose to honor a co-worker's loss with a memorial, a collection may be taken up among the staff to cover the cost of the memorial; however, library funds may not be used.

Ref: Policy 3-75