



BOARD POLICIES

DIVISION II. College Employees	POLICY NUMBER 2.04.16 (1)
CATEGORY 2.04.16 Child Bereavement Leave	DATE Adopted 10/2018

2.04.16 CHILD BEREAVEMENT LEAVE

The Child Bereavement Leave Act (the “Act”) (820 ILCS 154/1 et seq. provides a maximum of two weeks (10 work days) of unpaid or continuous or intermittent leave for bereavement of an employee’s child.

Eligibility

An employee is eligible for this leave under the Act if they have worked for the employer for at least 12 months and at least 1,250 hours during the previous 12 month period. An employee is entitled to take the leave under the Act to:

1. Attend their child’s funeral (or alternative to a funeral);
2. Make arrangements necessitated by the death of a child; or
3. Grieve the death of a child.

A child is defined as an employee’s son or daughter who is a biological, adopted, a foster child, a step child, a legal ward or a child of a person standing in *loco parentis*.

Leave Under the Act

Employees are entitled to a maximum of two weeks (10 work days) of continuous or intermittent unpaid leave under the Act. In the event of the death of more than one child during a 12-month period, employees may be entitled to up to 6 weeks of bereavement (two weeks per child) leave during the 12 month period. Child bereavement leave does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under the Family and Medical Leave Act (FMLA). Employees can choose to substitute any amount of paid time [bereavement, vacation, personal, floater holiday] available to them to keep themselves whole from a scheduled pay status.

The employee must take any unpaid leave allowed under the Act within 60 days after being notified of the child’s death. Where possible and practical, an employee is required to provide 48 hours’ advance notice of his or her intent to use unpaid leave under the Act. The College may ask for documentation verifying an employee’s use of unpaid leave, such as a death certificate, published obituary, or written verification from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.



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Eligibility for unpaid leaves permitted by the federal Family and Medical Leave Act of 1993 will be considered separate from this policy.

Health Benefits

During the Child Bereavement Leave the College will maintain health and life insurance as long as the employee has elected to substitute paid leave for their child bereavement leave and has the sufficient time available to do so. To ensure the coverage continues the employee must coordinate with Human Resources on a payment plan.