

**POLICY 11**  
**APPROVED AND UNAPPROVED ABSENCES**

**Rule 11.05 - Funeral Leave**

Employees in trainee, learner, apprentice, provisional, or status appointments will be granted upon request paid leave of three (3) scheduled work days to attend the funeral and for travel and bereavement time, upon the death of a member of the employee's immediate family or upon the death of a member of the household; and one (1) day to attend the funeral or memorial service of a relative other than the above who is not a member of the employee's household.

Under the Illinois Child Bereavement Leave Act, employees otherwise eligible for Family and Medical Leave under Rule 11.07 are eligible for an additional seven (7) unpaid days to attend the funeral, or an alternative to a funeral; to make arrangements necessitated by the death of the child; or to grieve the death of the child. Employees may use accrued leave benefits to remain in pay status while taking leave under this Act. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time available under FMLA; therefore, employees who have exhausted their 12-week FMLA entitlement may not take the additional seven days under this Act. Leave provided under this Act must be used within 60 days after the employee receives notice of the death of his/her child. If an employee suffers the death of more than one child in any 12-month period, the employee is entitled to take up to six weeks of unpaid bereavement leave in the 12-month period.

Immediate family is defined as: father, mother, sister, brother, spouse, domestic partner, civil union partner, children, grandparent, and grandchildren. If unborn child, gestational age must be 20 or more weeks. Biological, adopted, foster, legal wards, step, in-law or *in loco parentis* relationships are considered as immediate family under this policy and for the definition of a child for purposes of the Child Bereavement Leave Act.

Other relative is defined as: aunt, uncle, niece, nephew, or cousin of the employee. Great aunt, great uncle, great niece or great nephew are included in the definition of other relative. Such relatives are regarded as members of the immediate family only if in residence in the employee's household. In-law relationships are considered immediate family and are not included for other relatives.

For purposes of application of funeral leave, relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State law.

The number of hours of authorized absence with pay for a day of funeral leave is defined as: 1/5 of the full-time weekly work schedule of the employee's classification times the employee's percent time of appointment. These hours multiplied by the eligible employee's regular straight-time hourly rate (or benefit hourly rate) equals the amount of funeral leave to be paid. Paid funeral leave may be used only on days an employee is scheduled to work. Substantiation of the reason for funeral/bereavement leave may be required.

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**Rule 11.05 - Funeral Leave (Continued)**

A designated supervisor may grant a leave to an employee who cannot, because of special circumstances, return to work at the completion of the allowable funeral leave days. An employee may take such leave without pay or may use accrued vacation and personal leave. If an employee is on an approved vacation or personal leave at the time of the death of an immediate family member or other relative as defined above, he/she may use funeral/bereavement leave in lieu of vacation leave with supervisor notification and approval at the time of death.