

Section 8.5 Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as overtime.

Paid bereavement leave will be granted according to the following schedule:

- Employees are allowed up to five (5) consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, grandparent, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, or an adult who stood in loco parentis to the employee during childhood.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow employee or retiree of the company, provided such absence from duty will not interfere with normal operations of the company.

The Illinois Child Bereavement Act (CBLA) provides unpaid leave to certain employees who lose a child to death during the year. CBLA allows for **two weeks or 10 working days** of unpaid leave to employees who suffer the death of a child.

During an extended emergency, such as a pandemic or a natural disaster, bereavement leave does not have to be taken as consecutive days.