

CORPORATE POLICY

SUBJECT: Bereavement and Child Bereavement Leave

CATEGORY: Human Resources

ORIGINAL DATE: February 26, 2020

REVIEWED DATE:

REVISION DATE:

I. **POLICY:**

It is the policy of Lake County Health Department and Community Health Center (LCHD/CHC) to allow employees to use available leave time, including sick leave, for absences related to the death of an immediate family member, close acquaintance, or client. The Illinois Child Bereavement Leave Act (CBLA) provides unpaid, job-protected bereavement leave for the death of an employee's son or daughter at any age. LCHD/CHC understands the deep impact death can have on an individual or family. It is the intention of LCHD/CHC to support employees during their time of grief and bereavement.

II. **SCOPE:**

All LCHD/CHC employees.

III. **PROCEDURE:**

A. Bereavement Leave (family members other than children)

1. When requesting time away from work for bereavement or a funeral, an employee shall notify their supervisor as soon as practical following the death of an immediate family member, close acquaintance, or client.
2. Employees are entitled to five (5) consecutive days off from their regularly scheduled workdays in the event of the death of a spouse, domestic partner, parent, step-parent, grandparent, grandchild, father-in-law, 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.
3. If the employee has available benefit time, the employee will be required to use that time including all accrued sick, floating/fixed holidays, compensatory time, vacation, and personal leave.
4. If the employee does not have available benefit time to use, the employee may request to use unpaid leave time.
5. An employee may request additional time off for circumstances such as travel, religious reasons, the individual's responsibility for the funeral arrangements, and the employee's responsibility for taking care of the estate of the deceased.
6. In the event of a death outside of the immediate family, employees may use leave time to cover up to one (1) day off from their regularly scheduled workday.
7. In the case of a sentinel event involving a client or patient, the primary service provider may request, or a supervisor may offer, the option to use bereavement leave for the remainder of the day following notification of the sentinel event.
8. Employees with documented attendance issues may be required to provide documented proof (as listed in paragraph III.B.5) with regard to their bereavement leave.

CORPORATE POLICY

B. Child Bereavement Leave Act (CBLA)

1. Employees who have been employed for at least 12 months and worked at least 1250 hours in the previous 12-month period are eligible for leave pursuant to the CBLA.
2. The CBLA provides that employees are entitled to two (2) weeks (10 workdays) of unpaid bereavement leave to:
 - a. Attend a funeral or “alternate funeral” of a child;
 - b. Make arrangements necessitated by the death of child, and
 - c. Grieve the death of a child.
3. In the event of the death of more than one child in a 12-month period, employees are entitled up to a total six (6) weeks of bereavement leave during the rolling 12-month period.
4. The definition of child includes biological son or daughter, adopted foster child, stepchild, legal ward or a child of a persona standing in loco parentis.
5. Employees may be required to submit one of the following documents:
 - a. Death Certificate
 - b. Published Obituary
 - c. Written verification of death, burial, memorial service from mortuary, funeral home, burial society, crematorium, religious institution or government agency.
6. An employee shall make every effort to provide the employer with at least 48-hours advance notice of their intention to take bereavement leave, unless providing such notice is not reasonable or practicable.
7. Leave must be completed within 60 days after the date the employee receives notice of the death of a child.
8. The employee may elect to use available benefit time, including all accrued sick, floating/fixed holidays, compensatory time, vacation, and personal leave.
9. If the employee takes unpaid leave, the leave shall be counted towards the unpaid leave allowed under the Federal Family and Medical Leave Act of 1993.

C. Additional Information

1. Management’s discretion in handling bereavement or child bereavement time off requests should reflect respect and sensitivity for the nature of the individual’s circumstances, while ensuring consistency and fairness to other employees.
2. Other special circumstances not addressed in this policy should be discussed with the Human Resources Generalist and the employee’s supervisor to determine whether additional considerations are needed.
3. Grief and loss resources are available on the Perspectives Employee Assistance site, [Perspectives Grief and Loss](#). To log in, the User ID is: LAKECTY; the password is "Perspectives". Employees can speak to a counselor 24-hours a day, 7 days a week by calling 1-800-456-6327. All calls are confidential.

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, Executive Committee of the Board of Health and Governing Council.

CORPORATE POLICY

VI. APPROVALS:
Lake County Board of Health President

Signature: _____ Date: _____