4.121 Leave, Bereavement—Full-Time/Part-Time Active Employees (Revised 11/28/23)

A. Full-time Active Employees:

1. The College will grant one day paid leave for bereavement of extended family: aunt, uncle, cousin, niece or nephew. Three days paid leave for family including brother or sister-in-law, son or daughter-in-law, mother or father-in-law, grandparent or grandparent-in-law or grandchild. Five days paid leave for immediate family: spouse or Civil Union partner, child (biological, adopted, foster, step, legal ward, or a child for whom the employee stood in loco parentis), parent, sibling, stepsibling, stepparent. Bereavement leave days cannot be accrued and must be taken within 30 calendar days from the first bereavement day taken to the last bereavement day taken.

2. The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid personal leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.

3. Under the Illinois Family Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child, stepchild, spouse, domestic partner, sibling, parent or step-parent, mother-in-law or father-in-law, grandchild or grandparent.

4. Unpaid leave time may be used to:
   a. Attend the funeral or alternative to a funeral of a covered family member;
   b. Make arrangements necessitated by the death of the covered family member;
   c. Grieve the death of the covered family member; or
   d. Be absent from work due to:
      1. a miscarriage;
      2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
      3. a failed adoption match or an adoption that is not finalized because it is contested by another party;
      4. a failed surrogacy agreement;
      5. a diagnosis that negatively impacts pregnancy or fertility; or
      6. a stillbirth.

5. Employees will be paid as noted above and the remaining days will be unpaid. Employees meeting the eligibility requirements of the Illinois Family Bereavement Leave Act, may elect to substitute other paid leave they have accrued, such as sick, vacation or personal days, for any unpaid portion of the leave. Leave under the Illinois Family Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child

during a twelve-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

6. Under the Child Extended Bereavement Leave Act, any full-time employee who has worked for Highland for at least two weeks and who has lost a child to suicide or homicide is eligible to take up to six weeks of unpaid leave. The leave may be taken in a continuous period or intermittently within a year of the employee providing notice about the child's death. If leave is intermittent, it should be taken in periods of not less than four hours. Reasonable documentation may be required to support the leave request. Reasonable advance notice is required where practicable.

B. Part-time Active Employees:

1. Under the Illinois Family Bereavement Leave Act, after 1,250 hours of service with an employer during the prior 12-month period, an employee is eligible for two weeks (10 working days) of unpaid leave following the death of a child. Child is defined as a biological, foster, adopted or step child, a legal ward or a child for whom the employee stood in loco parentis. Bereavement leave days cannot be accrued. Employees meeting the eligibility requirements of the Illinois Family Bereavement Leave Act may elect to substitute leave they have accrued such as sick, vacation or personal days for any portion of the leave. Leave under the Illinois Family Bereavement Act must be completed within 60 days after the date an employee receives notice of the death of the child. Employees may be entitled to up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.

2. The employee's immediate supervisor authorizes the use of bereavement leave. If additional time is needed beyond what is indicated above, vacation, sick or unpaid leave may be taken with supervisory approval in consult with Human Resources. The supervisor should consult with Human Resources in special circumstances.