



Policy 5.6	Bereavement/Funeral Leave		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12, 12/13/16			

BEREAVEMENT/FUNERAL LEAVE

5.6

POLICY

It is the policy of DuPage County to provide time off for employees to bereave the loss of an immediate family member.

ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction who are budgeted to work a minimum of twenty (hours) per week.

GUIDELINES

- A. Bereavement/funeral leave should be taken consecutively but may be split at the discretion of the Supervisor and with the approval of the Department Head.
- B. If the death should occur during regularly scheduled time-off or holiday, eligible employees may still receive the full bereavement/funeral leave.
- C. Eligible part-time employees will receive bereavement pay at a proportional rate, based on the number of hours they are regularly scheduled to work.
- D. Bereavement will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.
- E. In the event of the death of a child, refer to Personnel Policy 5.12: Child Bereavement Leave
- F. Members of the employee's immediate family include:

Up To Three (3) Days Leave			
Mother Father Brother Sister	Spouse Mother-in-law Father-in-law	Grandparent Grandparent-in-law Grandchild Stepparent	Sister-in-law Brother-in-law Son-in-law Daughter-in-law
<ul style="list-style-type: none"> • <i>The above also applies to a person who is legally acting as a guardian in one of the above capacities.</i> • <i>Employee's immediate family member does not include a former spouse or a member of the former spouse's family.</i> 			

- G. Written documentation may be required before payment is made declaring the relationship of the employee. Documents such as a dated obituary notice or notice from the funeral home may be required before bereavement pay can be processed.
- H. If an employee requests additional days off or additional time off with pay, accrued vacation, sick time, personal days, or compensatory time may be scheduled and is subject to the approval of the Department Head or Supervisor.
- I. In the event of a death outside the immediate family, accrued vacation, personal days or compensatory time may be scheduled and is subject to the approval of the Department Head or Supervisor.
- J. Management discretion in handling bereavement/funeral leave issues should reflect respect and sensitivity for the nature of the individual's circumstances, while ensuring consistency and fairness to other employees.

PROCEDURES

1. An employee shall notify their Department Head or Supervisor as soon as practical, immediately following the death of an immediate family member.
2. The Supervisor shall notify the employee of the duration of their leave and be responsible for coding the time document accordingly.