



Policy 5.12	Child Bereavement Leave		
<u>Effective Date:</u> 7/29/16	<u>Applicable Law/Statute:</u> 820 ILCS 154; PA 099-0703	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u>			

CHILD BEREAVEMENT LEAVE

5.12

POLICY

It is the policy of DuPage County to comply with the provisions of the Child Bereavement Leave Act. This policy is meant to comply with the Child Bereavement Leave Act and is not intended to grant leave in addition to what the Act requires.

ELIGIBILITY

- All full-time and part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the leave and who have completed twelve (12) months of service are eligible to take Child Bereavement Leave.

GUIDELINES

- A. An eligible employee is entitled to a maximum of two (2) work weeks of unpaid leave for the death of one (1) child and may be entitled to up to six (6) weeks of unpaid leave for the death of more than one child during a designated twelve (12) month period for one or more of the following:
 1. Attend the funeral or alternative to a funeral of a child.
 2. Make arrangements necessitated by the death of a child.
 3. Grieve the death of the child.
- B. The Child Bereavement Leave Act defines child as: an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.
- C. The first three (3) days of Child Bereavement Leave will be paid in accordance with Personnel Policy 5.6: Bereavement/Funeral Leave.

- D. The entitlement to leave under the Child Bereavement Leave Act may be in addition to the twelve (12) week leave period provided by the Family Medical Leave Act (FMLA). (Personnel Policy 5.9: Family Medical Leave).
- E. If an employee has exhausted his or her twelve (12) weeks of FMLA in a twelve (12) month period, the employee will not thereafter be able to take bereavement leave under this Act during that twelve (12) month period.
- F. DuPage County uses a rolling twelve (12) month calendar to calculate an employee's Child Bereavement Leave, measured backward from the date leave is taken. Each time an employee requests Child Bereavement Leave, DuPage County will compute the amount of available time based upon the date of the employee's previous leave, if applicable.
- G. Child Bereavement Leave must be completed within sixty (60) days after the date on which the employee receives notice of the death of the child.
- H. The County will provide basic life, medical and dental insurance coverage to an employee who is on Child Bereavement Leave at the current employee rate. If an employee is off work after exhausting their leave entitlement, the employee will be responsible for the entire premium, from that point forward. If an employee fails to pay their share of the premium, coverage may be canceled.
- I. An employee with twelve (12) or more months of service who is eligible for Child Bereavement Leave and is absent on Child Bereavement Leave for two (2) work weeks or less will have the right to return to the same, or equivalent, position. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave. If the employee does not return to work on the first business day after the approved leave ends, the employee will forfeit their right to be reinstated under the Child Bereavement Leave Act.
- J. Accrual of vacation and sick time will cease during any Child Bereavement Leave over thirty (30) days.

PROCEDURES

1. When leave is foreseeable, the employee is required to notify the Human Resources Department of the intention to take leave pursuant to this policy not less than forty-eight (48) hours before the date the leave is to begin. If the circumstances require the leave to begin in less than forty-eight (48) hours, the employee shall notify the Human Resources department as soon as practical.
2. Requests for Child Bereavement Leave must be approved by the Director of Human Resources, or designee.
3. The County may require the employee to provide documentation for the need for Child Bereavement Leave. Documentation requirements may be satisfied by the following:

- a. Death Certificate
 - b. Published obituary
 - c. Written verification from a funeral home, burial society, crematorium, religious institution, or government agency.
 - d. Other documentation
5. Documentation may be required to substantiate the relationship to the deceased child.
 6. While on Child Bereavement Leave the employee may elect to substitute accrued leave time, such as sick, vacation or personal days, for the leave.
 7. If circumstances of a leave change, enabling the employee to return to work earlier than the date specified, the employee may be required to notify the Human Resources Department at least two (2) working days prior to their return.
 8. If an employee fails to return from leave, the employee's supervisor should notify the Human Resources Department immediately.
 9. Consistent with the County's policy regarding all types of leave, the following conduct is strictly prohibited in relation to Child Bereavement Leave:
 - a. Engaging in fraud, misrepresentation or providing false information to the County.
 - b. Having other employment during the leave, without prior written approval from the County.
 - c. Failure to comply with the employee's obligations under this policy.
 - d. Failure to timely return from the leave.
 10. Employees who engage in such conduct will be subject to loss of benefits, denial or termination of leave, and discipline, up to and including discharge.

EXCEPTIONS

- An employee who is not eligible for Child Bereavement Leave may request a Personal Leave (Personnel Policy 5.5: Personal Leave).