

# Rock Valley College

## RVC Board Policy 3:30.150 Bereavement Leave

Rock Valley College recognizes that employees may require time following the death of a covered family member to grieve such loss and make arrangements for and/or attend funerals or other similar services. Accordingly, all eligible employees (as defined under the FMLA) may take bereavement leave under this Policy.

In accordance with the Illinois Family Bereavement Leave Act ("the Act"), and subject to administrative procedures adopted by the College, the College will provide each eligible employee up to two (2) working weeks (ten [10] workdays) of bereavement leave, of which three (3) of those workdays will be paid, in the event of:

1. the death of an employee's covered family member. For purposes of this Policy, the term "covered family member" shall include the employee's child, stepchild, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, spouse, an individual living in the employee's household at the time of death, child, foster child, step-child, son-in-law, daughter-in-law, brother, half-brother, step-brother, brother-in-law, sister, half-sister, step-sister, sister-in-law, parent, foster parent or person who has served in that role, legal guardian who has reared the employee, step-parent, parent-in-law, grandparent, grandparent-in-law, grandchild, nephew, step-nephew, niece, step-niece, uncle, step-uncle, great-uncle, aunt, step-aunt, or great-aunt.
2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, a miscarriage, or a stillbirth.

An employee requiring need under this Policy must give at least 48 hours' advance notice to their immediate supervisor of the need for leave unless doing so is not reasonable or practicable.

If an employee experiences more than one of the events listed above in a 12-month period, the employee is entitled to a maximum of 6 weeks of unpaid leave within that 12-month period. All leave taken under this Policy must be completed within 60 days after the employee receives notice of the event giving rise to the need for leave.

The College reserves the right to require employees to provide reasonable documentation of the need for leave taken under this Policy. However, the College shall not require any employee to identify which category of event has occurred which necessitates the basis for leave.

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If an employee is separately eligible for leave under the Child Extended Bereavement Leave Act (820 ILCS 516), the employee shall be given unpaid leave pursuant only to that Act and not this Policy.

The College shall adopt administrative procedures to implement this Policy. Where applicable, this Policy will be administered with the College's collective bargaining obligations.

**Reference:** Board Reports 7395, 7898, 8002, 8377

**Implemented:** March 28, 2017

**Revised:** January 25, 2022; December 13, 2022; April 28, 2026