

# Rock Valley College

## Bereavement Leave Procedure

### RVC Administrative Procedure (3:30.150)

Rock Valley College allows eligible employees **paid** time off when they are absent from work, in accordance with the Illinois Family Bereavement Leave Act (“the Act”). The College reserves the right to require proof of the need for such paid time off or restrict the use of such paid time off for any reason, including but not limited to abuse or fraud, in accordance with applicable laws or regulations and the College’s collective bargaining obligations.

### Bereavement Leave, Generally

All eligible employees will be entitled up to two (2) working weeks (ten [10] workdays) of bereavement leave, in which three (3) of those workdays will be **paid**, in the event of:

1. the death of an employee’s covered family member, for the purpose of planning and attending the funeral or related services. For purposes of this Bereavement Leave Policy and its implementing procedures **only**, “covered family members” shall include the employee’s spouse, domestic partner, 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, or a stillbirth. For these reasons, the Illinois Department of Labor has developed a form to be filled out by the applicable health care practitioner or adoption or surrogacy organization, certifying that such an event has occurred. An employer may not require that the employee identify which type of event occurred necessitating the basis for leave.

Notification of bereavement leave absences must be provided to the employee’s immediate supervisor in writing, or via email, as soon as practicable. Immediate notice may be provided via text messaging but should be followed by notice provided in writing or via email.

The employee’s supervisor will notify Payroll by email, [RVC-Payroll@rockvalleycollege.edu](mailto:RVC-Payroll@rockvalleycollege.edu), indicating the employee’s name and dates of the bereavement leave.

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Upon receiving the email from the supervisor, Payroll will set up the employee's bereavement leave plan in Colleague. The plan will be configured with a specific start and end dates, ensuring that the bereavement leave is only available during the designated time frame.

The employee will submit a leave request for bereavement through the Self-Service portal. The employee's supervisor will review and approve the employee's leave request in Self Service.

Once the leave request is approved, the bereavement leave will appear on the employee's timecard, if applicable.

During payroll processing, the employee will be paid for the hours taken as bereavement leave. The bereavement leave hours will appear on the employee's earnings statement, provided the employee is non-exempt.

**Revised:** April 8<sup>th</sup>, 2025