

RVC Board Policy 3:30.150

Bereavement Leave

The Board of Trustees of 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) are eligible for 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, 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 purposes of this Policy, the term “covered family member” 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 healthcare practitioner or adoption or surrogacy organization, certifying such an event has occurred. An employer may not require that the employee identify which type of event occurred, necessitating the basis for leave.

The College shall adopt administrative procedures to implement this Policy. The College reserves the right to require employees to provide evidence documenting the need for such leave. Where applicable, this Policy will be administered with the College’s collective bargaining obligations.

Reference: Board Reports 7395, 7898, 8002

Implemented: March 28, 2017

Revised: January 25, 2022; December 13, 2022