

WESTERN ILLINOIS UNIVERSITY
BOARD OF TRUSTEES

March 31, 2017

Resolution 17.3/7
Revision to Board *Regulations*, II.B.12.f. and II.C.7.e,
Bereavement Leave – First Reading

Resolution:

WHEREAS Pursuant to 110 ILCS 690/35-45, Western Illinois University's Board of Trustees must develop regulations for the management of the University.

WHEREAS Western Illinois University must comply with state law.

WHEREAS Western Illinois University wishes to amend Section II pursuant to 820 ILCS 154/.

THEREFORE be it resolved that the Board of Trustees approves the following revision to the Board of Trustees Regulations Sections II.B.12.e. and II.C.7.f. on first reading pursuant to Section I.A.2.d.:

II. Employees (continued)

B. Faculty and Administrative Employees (continued)

12. Employee Benefits (continued)

e. Bereavement Leave (continued)

1. Employees will be granted, upon request, leave of up to three scheduled work days to attend the funeral or memorial service and/or for travel and bereavement time, upon the death of a member of the employee's immediate family, household, in-laws, grandchildren, and/or grandparents; and up to one day to attend the funeral or memorial service of a relative other than the above who is not a member of the employee's household. The amount of leave provided is not intended to be guaranteed and is available only when there is a need. Bereavement leave shall be taken in not less than one-half day increments and may not be accumulated. Employees covered by a collective bargaining agreement with different bereavement leave benefits will receive those benefits according to their agreement.
2. *Upon the death of a member of the employee's immediate family, the employee will be granted seven additional work days of unpaid leave to attend the funeral or alternative to a funeral for the immediate family member, make arrangements necessitated by the death of the immediate family member, or grieve the death of the immediate family member.*
3. Immediate family is defined as: father, mother, sister, brother, spouse, domestic partner, and children. Biological, adopted, foster, legal wards, *a child of a person standing in loco parentis*, or step family members are considered immediate family under this policy. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
4. Other relative is defined as: aunt, uncle, niece, nephew, or first cousin of the employee. Such relatives are regarded as members of the immediate family only if in residence in the employee's household at the time of death.
5. Bereavement leave benefits are not granted in the event of the death of a member of the employee's spouse's or domestic partner's family unless specifically stated. For example, grandparent refers to the grandparent of the employee. For purposes of application of bereavement leave, relationships existing due to marriage or domestic partnership will terminate upon the divorce or termination of the domestic partnership of the relative through whom the marriage or domestic partnership relationship exists. Current marital status will be defined in accord with Illinois State Law.
6. The employee's supervisor may grant additional leave to an employee who cannot, because of special circumstances, return to work at the completion of the allowable bereavement leave days. An employee may choose to take such leave without pay or may use accrued vacation or sick leave time.

II. Employees (continued)

C. Civil Service Employees (continued)

7. Employee Benefits (continued)

f. Bereavement Leave (continued)

1. Employees will be granted, upon request, leave of up to three scheduled work days to attend the funeral or memorial service and/or for travel and bereavement time, upon the death of a member of the employee's immediate family, household, in-laws, grandchildren, and/or grandparents; and up to one day to attend the funeral or memorial service of a relative other than the above who is not a member of the employee's household. The amount of leave provided is not intended to be guaranteed and is available only when there is a need. Bereavement leave shall be taken in not less than one-half day increments and may not be accumulated. Employees covered by a collective bargaining agreement with different bereavement leave benefits will receive those benefits according to their agreement.
2. *Upon the death of a member of the employee's immediate family, the employee will be granted seven additional work days of unpaid leave to attend the funeral or alternative to a funeral for the immediate family member, make arrangements necessitated by the death of the immediate family member, or grieve the death of the immediate family member.*
3. Immediate family is defined as: father, mother, sister, brother, spouse, domestic partner, and children. Biological, adopted, foster, legal wards, *a child of a person standing in loco parentis*, or step family members are considered immediate family under this policy. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
4. Other relative is defined as: aunt, uncle, niece, nephew, or first cousin of the employee. Such relatives are regarded as members of the immediate family only if in residence in the employee's household at the time of death.
5. Bereavement leave benefits are not granted in the event of the death of a member of the employee's spouse's or domestic partner's family unless specifically stated. For example, grandparent refers to the grandparent of the employee. For purposes of application of bereavement leave, relationships existing due to marriage or domestic partnership will terminate upon the divorce or termination of domestic partnership of the relative through whom the marriage or domestic partnership relationship exists. Current marital status will be defined in accord with Illinois State Law.
6. The employee's supervisor may grant additional leave to an employee who cannot, because of special circumstances, return to work at the completion of the allowable bereavement leave days. An employee may choose to take such leave without pay or may use accrued vacation or sick leave time.