

UIC HR POLICIES AND PROCEDURES

NUMBER
805-02

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Funeral Leave (Bereavement)	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate University policy regarding paid leaves of absences for funerals.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff
General Rules Concerning University Organization and Procedures

APPLICABILITY

All UIC employees

POLICY

Employees in trainee, learner, apprentice, provisional, or status appointments will be granted upon request paid leave of three (3) scheduled work days to attend the funeral and for travel and bereavement time, upon the death of a member of the employee's immediate family or upon the death of a member of the household; and one (1) 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.

Immediate family is defined as: father, mother, sister, brother, spouse, domestic partner, civil union partner, children, grandparent, and grandchildren. Biological, adopted, foster, legal wards, step, in-law, in loco parentis, or immediate family of a certified domestic partner are considered as immediate family under this policy.

Other relative is defined as: aunt, uncle, niece, nephew, or cousin of the employee. Such relatives are regarded as members of the immediate family only if in residence in the employee's household.

For purposes of application of funeral leave, relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State Law.

The number of hours of authorized absence with pay for a day of funeral leave is defined as: 1/5 of the full-time weekly work schedule of the employee's classification times the employee's percent time of appointment. These hours multiplied by the eligible employee's regular straight-time hourly rate (or benefit hourly rate) equals the amount of funeral leave to be paid. Paid funeral leave may be used only on days an employee is scheduled to work.

UIC HR POLICIES AND PROCEDURES

NUMBER
805-02

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 2 of 2
SUBJECT Funeral Leave (Bereavement)	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

A designated supervisor may grant a leave to an employee who cannot, because of special circumstances, return to work at the completion of the allowable funeral leave days. An employee may take such leave without pay or may use accrued vacation and personal leave.

PROCEDURES

RESPONSIBILITY

1. Employee
2. Supervisor

ACTION

Informs supervisor of the need to use funeral leave.

Ensures that the use of funeral leave is appropriately recorded. Records, for support staff, the leave on the employee's time report.