

Family Bereavement Leave Act (FBLA) Leave

Employees who have worked for Misericordia Home for twelve or more months (need not be consecutive) and who, in the 12 months preceding the leave request, worked a minimum of 1,250 hours, are entitled to take up to 10 days of bereavement leave to do the following:

- Attend the funeral of a covered family member (covered family members include the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent);
- Make arrangements necessitated by the death of a covered family member;
- Grieve the death of a covered family member;
- Be absent from work due to a following event:
 - an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
 - a failed adoption match or an adoption that is not finalized because it is contested by another party;
 - a failed surrogacy agreement;
 - a diagnosis that negatively affects pregnancy or fertility;
 - a still birth.

Bereavement leave must be completed within 60 days after the date on which the employee received notice of the qualifying event listed above. An employee must provide the Home with at least 48 hours advance notice of their intention to take bereavement leave unless providing such notice is not reasonable and practicable.

Employees may be entitled to up to 6 weeks of bereavement time during a twelve-month period, in the event of the death of more than one covered family member or more than one covered event.

Employees will be required to provide reasonably documentation when requesting leave under the FBLA. In the event of a death of a covered family member, reasonable documentation includes a death certificate, published obituary, or written verification of death, burial, or memorial services. Reasonable documentation for covered events related to pregnancy, adoption, surrogacy, and fertility includes a form provided by the Illinois Department of Labor (IDOL) to be filled out by a healthcare practitioner.

During a twelve-month period, Misericordia will pay the first three (3) days of leave or a maximum of 24 hours for leave related to the death of a spouse, parent, step-parent, child, brother or sister and one (1) day or 8 hours of leave for leave related to the death of the employee's grandparent, grandchild, mother-in-law or father-in-law, or any other qualifying event under the Act. The Home will apply the employee's accrued PTO to cover any remaining leave days. If the employee is entitled to and takes leave pursuant to the Act or at the Home's discretion, and the employee does not have accrued PTO to cover the absences, these remaining days off will be unpaid.

Bereavement Leave for Employees Not Eligible for FBLA Leave

After two months of employment, full and part time employees may take a total of three (3) days or a maximum of 24 hours of bereavement leave, with pay, following the death of a spouse, parent, step-parent, child, or sibling, and one (1) day or 8 hours for grandparent, grandchild, mother-in-law or father-in-law. Relief status and new hires during the first two months may take a total of one (1) day of leave, with pay, following the death of the employee's spouse, parent, step-parent, child, sibling, grandparent, grandchild, mother-in-law or father-in-law. In order to be eligible for this benefit, the employee must notify the Supervisor as soon as possible upon the death of the family member and may be required to provide documentation.