



FAQS: PAID UNIVERSITY FUNERAL/BEREAVEMENT LEAVE AND UNPAID FAMILY BEREAVEMENT LEAVE

June 2023

1. What is the difference between Paid University Funeral/Bereavement Leave and Unpaid Family Bereavement Leave?

The University of Illinois offers eligible employees up to five (5) days paid leave for the death of an immediate family member with the Paid University Funeral/Bereavement Leave. Under the Unpaid Family Bereavement Leave (which is a State of Illinois law), the Act offers eligible employees up to ten (10) days including the five (5) paid days if eligible for the paid University Funeral/Bereavement Leave.

2. What are students, hourly (academic or graduate), or extra help employees eligible for?

These employees may only be eligible for unpaid Family Bereavement Leave if they meet the eligibility criteria for the Family and Medical Leave Act (FMLA) of 1993.

3. Is Paid University Funeral/Bereavement Leave and Unpaid Family Bereavement Leave taken as a block of time?

Paid University Funeral/Bereavement Leave is taken as a block of time.

If the employee is taking Paid University Funeral/Bereavement Leave and the Unpaid Family Bereavement Leave, these days may run concurrently.

If the employee only qualifies for Unpaid Family Bereavement Leave, it may be taken as a block of time or intermittently in full day increments.

4. Are Paid University Funeral/Bereavement Leave and Unpaid Family Bereavement Leave taken in full day increments?

Yes.

5. Do I need to submit documentation for University Paid Funeral/Bereavement Leave and Unpaid Family Bereavement Leave?

For Paid University Funeral/Bereavement Leave, employees must request the leave with their supervisor, university human resources, or system human resources. There is not an official application.

For Unpaid Family Bereavement Leave, employees must request the leave with their human resources department contact, university human resources, or system human resources. A leave application specific for this type of leave is anticipated to be available in August 2023.

In both instances, the employee may be required to provide documentation to substantiate the reason for the funeral/bereavement leave(s).

6. During the eligibility check for FMLA for the Unpaid Family Bereavement Leave, the employee has:

- *Exhausted their FMLA:*
 - *Employee would be eligible for five (5) days of Paid University Funeral/Bereavement Leave and would not be eligible for unpaid until the employee's next FMLA entitlement year begin date. Paid University Funeral/Bereavement Leave does not require eligibility for FMLA leave.*
- *Already used FMLA time:*
 - *If an employee meets the Family Medical Leave (FMLA) eligibility requirements and has not exhausted their twelve-week entitlement, they may be eligible for unpaid Family Bereavement Leave.*
- *Has fifteen (15) days remaining in their FMLA event year:*
 - *Employee would be eligible for five (5) days of Paid University Funeral/Bereavement Leave and would be eligible for five (5) days of Unpaid Family Bereavement Leave.*
- *Has four (4) days remaining in their FMLA event year:*
 - *Employee would be eligible for five (5) days of Paid University Funeral/Bereavement Leave and would be eligible for four (4) days of Unpaid Family Bereavement Leave.*

7. Can I use a combination of Paid University Funeral/Bereavement Leave and Unpaid Family Bereavement Leave for one covered event?

Yes. Eligible employees may choose to use both Paid University Funeral/Bereavement Leave and Unpaid Family Bereavement Leave for a covered event. The total time allowed is ten (10) days for funeral/bereavement leave for the first covered event.

8. Is there a limit to how many Paid University Funeral/Bereavement Leave and/or Unpaid Family Bereavement Leave events I can take each year?

No. If eligibility requirements are met, there is no limit to the number of events for both the Paid University Funeral/Bereavement Leave or the Unpaid Family Bereavement Leave (per twelve-month period).

9. Do I need to use my accrued benefits for Paid University Funeral/Bereavement Leave and Unpaid Family Bereavement Leave?

Under Paid University Funeral/Bereavement Leave, eligible employees do not need to use accrued leave time to cover the five (5) paid days.

Under Unpaid Family Bereavement Leave, eligible employees are unpaid. However, an employee may elect to use accrued leave time to remain in paid status by using accrued sick, vacation, or floating holiday leave in accordance with University leave provisions. Using paid leave will count toward the entitlement.

10. Is it possible to request additional time off if the employee cannot return to work because of special circumstances?

Maybe. The employee may request to use their accrued benefit time per University policy. The employee may also request unpaid leave with their HR representative.

11. What if an employee experiences multiple covered events at the same time?

Paid University Funeral/Bereavement Leave provides five (5) days of paid leave for each immediate family member and, one (1) day for other relatives.

Unpaid Family Bereavement Leave provides ten (10) days off per covered event/family member and a total of six (6) weeks per event year if there are multiple covered events and if eligibility requirements are met for each event.

The two (2) covered events would run consecutively. If both events were eligible for the Paid University Funeral/Bereavement leave, this would be five (5) days each for a total of ten (10) consecutive days. If the events and employee met eligibility requirements, the Unpaid Family Bereavement Leave would run concurrently after the paid days.

12. What if an employee experiences multiple covered events at the same time but the services are not held at the same time?

The two (2) covered events would run consecutively. If both events were eligible for the Paid University Funeral/Bereavement leave, this would be five (5) days each for a total of ten (10) days. If the events and employee met eligibility requirements, the Unpaid Family Bereavement Leave may run concurrently after the paid days or be taken at separate times but within 60 days after the date the employee receives notice of the event.

13. May an employee elect to forego the Unpaid Family Bereavement Leave for their qualifying event and only use Paid University Funeral/Bereavement Leave?

Yes, an employee may elect to use the Paid University Funeral/Bereavement Leave only.

14. What if there was a qualifying event (death of a family member or relative) prior to employment with the University and the service was delayed; would the employee qualify for the Paid University Funeral/Bereavement Leave or the Unpaid Family Bereavement Leave?

No. This would be a denial as the employee needs to be employed at the time of the qualifying event.

15. Am I eligible for the Paid University Funeral/Bereavement Leave or the Unpaid Family Bereavement Leave if I am already on an approved leave for a block of time?

No. An employee must be scheduled to work to be eligible to request both leaves.

16. If I am the birthing parent and I am approved for Parental Leave for a stillborn or newborn fatality (if the child was at least 25 weeks gestation), do I still receive Paid University Funeral/Bereavement Leave and the Unpaid Family Bereavement Leave?

Paid University Funeral/Bereavement Leave runs concurrently with the Parental leave approval. If the employee meets the eligibility requirements for the Unpaid Family Bereavement Leave, this leave may be approved.

17. Who can I contact for more information?

Urbana-Champaign

- *Illinois HR (217) 333-3105 or ihr-LER@illinois.edu*

Chicago

- *UIC Human Resources (312) 413-3490 or uichrleaves@uillinois.edu*

UI Health

- *UI Hospital and Clinics (UI Health) uihloa@uic.edu or fax (312) 355-1548*
- *UIC College of Medicine at Peoria (309) 671-8518*
- *UIC College of Medicine at Rockford (815) 395-5862*
- *All Other Colleges/Units – Labor and Employee Relations (312) 355-3055*

Springfield

- *UIS Human Resources (217) 206-6652; uishr@uis.edu*

System Office

- *System Human Resource Services (217) 333-2600; erhr@uillinois.ed*