



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

August 2026

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 of unpaid 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 or can I take the days intermittently?

Paid University Funeral/Bereavement Leave may be taken as a block of time or intermittently in full day increments. Paid University Funeral/Bereavement Leave is generally expected to be taken within 60 days after the employee receives notice of the death.

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 by completing the [Leave Application](#).

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 fifteen (15) days for funeral/bereavement leave for the first covered event. However, if while utilizing Unpaid Family Bereavement Leave, the employee elects to use Paid University Funeral/Bereavement Leave, or any other accrued sick, vacation, or floating holiday leave, to remain in paid status, then the paid leave time and the Unpaid Family Bereavement Leave run concurrently.

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.

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

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

Similarly, 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.

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 uiclrleaves@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*