



**DATE:** January 12, 2023  
**MEMO TO:** Gina Roberts, Chair  
Finance Committee  
**FROM:** Mary E. Kann  
Director of Administration

**Agenda Item #** 10.1

**RECOMMENDATION:** (1) Recommend approval of an Ordinance adding Personnel Policy 4.10 – Family Bereavement Leave Policy; (2) approve the Procedures Section for Personnel Policy 4.10; and (3) approve amendments to the Procedures Section of 4.8 – Leave of Absence Without Pay.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There is no immediate direct financial impact.

**BACKGROUND:** On June 9, 2022, Governor Pritzker signed the Family Bereavement Leave Act (the “FBLA”) into law, which is an amendment to the Illinois Child Bereavement Leave Act. The FBLA expands the 10 days of unpaid leave eligibility to issues related to pregnancy loss, failed adoptions, unsuccessful reproductive procedures, and other diagnoses or events impacting pregnancy and fertility. Additionally, the FBLA also requires employers to provide 10 days of unpaid leave to employees attending the funeral of a covered family member, making arrangements necessitated by the death of a covered family member, or grieving the death of a covered family member. The FBLA expands the definition of a covered family member to include children, stepchildren, spouses, domestic partners, siblings, parents, parents-in-law, grandchildren, grandparents, or stepparents. The FBLA went into effect on January 1, 2023.

Therefore, staff recommends that Policy 4.10 – Family Bereavement Leave Policy be added to the District’s Personnel Policies & Procedures as provided in the attached Ordinance.

Staff further recommends the approval of Procedures for new Policy 4.10 and an amendment to the Procedures for Policy 4.8 – Leave of Absence, to clarify that any family bereavement leave taken will be counted towards an employee’s 12-week FMLA allotment, all in the form attached to this memorandum.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

**MOTION:** Motion to (1) recommend approval of an Ordinance adding Personnel Policy 4.10 – Family Bereavement Leave to the District’s Personnel Policies & Procedures; (2) approve the Procedures Sections for Personnel Policy 4.10; and (3) approve amendments to the Procedures Sections for Personnel Policy 4.8 – Leave of Absence, all in the form attached to staff’s January 12, 2023 memorandum.

STATE OF ILLINOIS)  
  ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR JANUARY MEETING  
JANUARY 18, 2023**

**MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **FINANCE COMMITTEE** presents herewith “An Ordinance Adding Policy 4.10 – Family Bereavement Leave to the District’s Personnel Policies & Procedures” and requests its approval.

**FINANCE COMMITTEE:**

Date: 1-12-2023  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes: \_\_\_\_\_ Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE ADDING POLICY 4.10 – FAMILY BEREAVEMENT LEAVE  
TO THE DISTRICT’S PERSONNEL POLICIES & PROCEDURES**

**WHEREAS**, on March 19, 1976 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

**WHEREAS**, the State of Illinois has passed the Family Bereavement Leave Act; and

**WHEREAS**, it is in the best interests of the District to add a new Policy (Policy 4.10 – Family Bereavement Leave) related to compliance with the Family Bereavement Act; and

**WHEREAS**, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Approval of New Policy.** The New Policy is hereby approved and the Policies are hereby amended to include the New Policies.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2023

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Board Secretary

Exhibit No. \_\_\_\_



## 4.10 Family Bereavement Leave Policy

*Effective Date: January 18, 2023*

### **Policy**

The Family Bereavement Leave Act (“Act”) requires Illinois employers to grant employees 10 workdays of unpaid leave for child death, pregnancy loss, failed adoptions, unsuccessful reproductive procedures, and other diagnoses or events impacting pregnancy and fertility.

It is the District’s policy to comply with the requirements of this Act.

### **Procedure**

Eligible employees are able to take up to 10 days of unpaid leave:

- To grieve the death of a biological or adopted child, a foster placement or stepchild.
- A miscarriage;
- An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g. In Vitro Fertilization)
- 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 impacts pregnancy or fertility; or
- A stillbirth.
- Attending the funeral or alternative to a funeral, of a covered family member, making arrangements necessitated by the death of a covered family member, or grieving the death of a covered family member.

Covered family members include children, stepchildren, spouses, domestic partners, siblings, parents, parents-in-law, grandchildren, grandparents, or stepparents.

To be eligible for leave, employees must have completed at least 12 months of employment and at least 1,250 hours worked within the previous 12-month period. The leave must take place within 60 days of the notification of death or the date of the qualifying events. Intention to take this leave should be provided, if reasonable, at least 48 hours in advance.

In order to request leave under this policy, the employee should provide a letter from their health care provider stating that the employee has a qualifying reason under the Act. The documentation from the provider is not required to state the category in which the leave falls under; it is only required to state that the employee is eligible for this type of leave.

In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period.

If an employee has already exceeded the leave allowed under FMLA, this policy does not create a right to additional leave.