



**DATE:** June 5, 2023

**MEMO TO:** Gina Roberts, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** (1) Recommend approval of an Ordinance adding Personnel Policy 4.11 - Paid Bereavement Leave; and (2) approve the Procedures Section for Personnel Policy 4.11.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

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

**BACKGROUND:** The District recently worked with Gallagher Benefit Services, Inc. on a Classification and Total Compensation study. The results of this study concluded that the District was behind the market in some paid benefit time offerings. Based on the survey results, the average number of paid Bereavement Days offered by respondents was 3.3 days; the District currently provides no paid Bereavement Days. To be competitive with the market, staff recommends the addition of three paid Bereavement Days for immediate family members by adding the attached Policy 4.11 – Paid Bereavement Leave to the District’s Personnel Policies & Procedures, as provided in the attached Ordinance.

Staff further recommends the approval of Procedures for a new Policy 4.11 – Paid Bereavement Leave, 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 4.11 - Paid Bereavement Leave to the District’s Personnel Policies & Procedures; and (2) approve the Procedures Section for Personnel Policy 4.11 – Paid Bereavement Leave, in the form attached to staff’s June 5, 2023 memorandum.



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

**AN ORDINANCE ADDING POLICY 4.11 – PAID 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**, it is in the best interests of the District to add a new Policy (Policy 4.11 – Paid Bereavement Leave); 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 Policy.

**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  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



## 4.11 Paid Bereavement Leave

*Effective Date: June 14, 2023*

### **Policy**

All regular full-time employees may, in the event of the death of an immediate family member, be granted a paid leave of up to three (3) consecutive workdays for bereavement. Bereavement Leave shall be utilized within five (5) days of the death or memorial service. For purposes of this policy, immediate family is defined as the employee's spouse, children, siblings and parents (including in-laws). In certain circumstances, employees may be eligible for additional unpaid leave pursuant to state law as defined by Policy 4.10 Family Bereavement Leave Policy.

### **Procedure**

Requests for bereavement leave must be processed through the District's leave request system. The District may require proof of death, relationship and/or attendance at the funeral.

Employees shall only be eligible for bereavement pay for days they are normally scheduled to work. Under no circumstances will previously approved paid or non-paid time off be converted to paid bereavement leave.