

## ADDEDUM TO EMPLOYEE HANDBOOK

### 5.10 Funeral Leave

Leave of absence with pay will be granted for up to four (4) consecutive days to any employee in the event of a death in the employee's immediate family. The definition of immediate family is: Employee's spouse, child, parent, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparents, spouse's grandparents, step parents, stepchildren, aunt, uncle, niece, nephew, other relative living in the same house with the employee or other person currently residing in the immediate household.

Such leave will be at full pay and will not be charged against accrued sick leave or vacation leave. In the event an employee must travel 400 miles or more for such leave, the Village Manager or designee may grant one (1) additional day of leave. Any request for bereavement leave in excess of four days (excluding the one (1) day for travel time) will be subject to approval of the Village Manager, and will be chargeable to other accrued leaves. Employees also have a right to use a maximum of ten (10) work days of unpaid bereavement leave under the Child Bereavement Leave Act 820 ILCS 154/1 *et. seq.*