

**CANTON UNION SCHOOL DISTRICT NO. 66  
CANTON, ILLINOIS  
REQUEST FOR BEREAVEMENT LEAVE**

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Building Immediate Supervisor

Date bereavement day will be taken: \_\_\_\_\_

Deceased relation to you: \_\_\_\_\_

SUB NEEDED: YES \_\_\_\_\_ or NO \_\_\_\_\_

TIME SUB IS NEEDED \_\_\_\_\_ LOCATION \_\_\_\_\_

According to the Collective Bargaining Agreement, the following requirements apply to bereavement leave:

- Bereavement leave is to be used in accordance with the Family Bereavement Leave Act (820 ILCS 154/1 *et seq.*), as it exists now or as it may be amended in the future.

This is not considered a Sick or Personal day.

This request meets the above criteria.

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Recommend Not Recommended  
\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Approved Disapproved  
\_\_\_\_\_  
Superintendent/Designee