



MORTON COLLEGE BOARD POLICY

Illinois Community College District No. 527

TITLE: Paid Leave for All Workers

NO. 8.30

SECTION: Institutional

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Purpose: The College believes it is in the best interests of employees and the community that it clearly defines leave benefits for all College employees in light of the passage of the Paid Leave for All Workers Act (“Act”), 820 ILCS 192/1 *et seq.*, and the Cook County Paid Leave Ordinance (“Cook County Ordinance”), Ordinance No. 24-0583.

COVERAGE: This Selective Paid Leave Policy (“Policy”) shall apply to all employees who currently receive less than five (5) paid days off from the College (*e.g.*, paid vacation or personal days).

This Policy does **not** apply to all other employees who currently receive five (5) or more paid days off from the College (*e.g.*, paid vacation or personal days) in accordance with other College policies or practices. Also, this Policy does **not** apply to: (1) any employee covered by a collective bargaining agreement negotiated between the College and a labor organization that is currently in effect; (2) a short-term employee who is employed by the College for less than two consecutive calendar quarters during a calendar year and who does not have a reasonable expectation that they will be rehired by the College for the same service in a subsequent calendar year; or (3) a student enrolled in and regularly attending classes at the College, and who is employed on a temporary basis at less than full time at the College.

POLICY: All eligible employees shall accrue at the rate of one (1) hour of paid leave for every 40 hours worked up to a maximum of 40 hours of paid leave within a 12-month time period measured from the College’s fiscal year. If an employee already receives some paid time off, then the cumulative amount of paid time off shall not exceed 40 hours within a 12-month period.

This paid time off shall be front-loaded on an employee’s first date of employment or on the first day of each 12-month period. Carryover of any unused paid time off shall not be allowed. Additionally, if an employee leaves the College’s employment for any reason (*i.e.*, resignation, retirement or termination), then that employee is not entitled to a payout of any unused paid time off. However, if an employee is rehired within 12 months of his or her departure, then that employee shall be entitled to reclaim any unused portion of his or her accrued leave.

Paid time off may only begin to be used ninety (90) days after December 30, 2023, or after an employee begins his or her employment with the College. Paid time off requests must be taken for a minimum of two (2) hour increments and up to the full amount of paid leave each employee is entitled to during a 12-month period.

An Employee is required to notify his or her direct supervisor at least seven (7) calendar days in advance before taking any such paid leave. If prior notification is not possible,

then the employee shall notify his or her direct supervisor as soon as practicable.

The College may deny an employee's request to use paid leave if granting leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use paid leave may be denied: 1) Staffing would fall below minimum levels necessary to provide effective public service; 2) Emergency circumstances exist requiring employee attendance; or 3) Employee absence would hamper the College's ability to meet critical workflow obligations or deadlines.

The paid time off shall be paid at the employee's "regular rate of pay" as determined by the College's Payroll Department.

DATE APPROVED BY BOARD OF TRUSTEES: December 13, 2023

DATES REVISED:

REVIEWED DATES: December 13, 2023

ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 527