As o 9.5.2025 C&B has 40 W2 Employee's in Chicago

GLOSSARY: PAID LEAVE AND PAID SICK LEAVE

CITY ORDINANCES

Paid Leave: *Requires paid leave to be used for any reason* ***(MCC 6-130)***
Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Leave (PL) for any reason of an Employee's choosing

Paid Sick and Safe Leave: *Requires paid leave for medical or safety reasons* ***(MCC 6-130)***
Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Sick Leave (PSL) for medical and safety reasons for both the Employees and their family members

DEFINITIONS

Benefit Year means the 12-month period that an Employer sets for an Employee to receive Paid Leave and Paid Sick Leave benefits.

Covered Employee is anyone who works at least 80 hours within any 120-day period with geographical boundaries of Chicago

Employer is anyone with one ore more employees working in Chicago

Family member is a Covered Employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close associate with the Covered Employee is the equivalent of a family relationship

EMPLOYER SIZE DEFINITION FOR PURPOSES OF PAYOUT

Large Employer means an Employer that employs 101 or more Covered Employees

Medium Employer means an Employer that employs between 51 and 100 Covered Employees

Small Employer means an Employer that employs between 1 and 50 Covered Employees

Note: Only Chicago employees and NOT GLOBAL EMPLOYEES are counted for purposes of these definitions as they apply to Payout of Paid Leave.

WHO IS COVERED?	ANTI RETALIATION	WHAT WE DO
Chicago's Ordinances cover employees working within the geographical boundaries of Chicago, regardless of their immigration status or the location of their employer. If your complaint or specific situation does not fall under the jurisdiction of the OLS, we will refer you to the appropriate agency for assistance.	It is unlawful for any employer to discriminate or take any adverse action against any individual in retaliation for exercising any right under Chicago's Labor Laws. This applies to anyone disclosing, reporting or testifying about any provision of a law, or a rule promulgated thereunder.	• Investigation of Complaints • Provide outreach and education to workers • Provide outreach and education to employers • Resources and referrals • **All services are free**

CHICAGO OFFICE OF LABOR STANDARDS

PAID LEAVE AND PAID SICK LEAVE

The implementation date of this Ordinance is **Monday, July 1, 2024**. Requires employers to provide Paid Leave to be used for any reason of an employee's choosing and Paid Sick Leave to be used for an employee to care for themselves or a family member.

PAID LEAVE

- 1 Hour of Paid Leave for every 35 hours worked (up to 40 hours (5 days) in a 12-month period)
- Can be used for any reason but request to use may be denied by Employer
- Can request to use 90 days after July 1, 2024, or after start of employment (whichever is later)
- Minimum usage increment not to exceed 4 hours

SICK LEAVE

- 1 Hour of Paid Sick Leave for every 35 hours worked (up to 40 hours (5 days) in a 12-month period)
- Can be used to recover from illness, take care of family member, address domestic violence, and public health emergencies
- Can be used 30 days after July 1, 2024, or after start of employment (whichever is later)
- Minimum usage increment not to exceed 2 hours

CARRYOVER

- Up to 16 hours of Paid Leave (if not front-loaded)
- Up to 80 hours of Paid Sick Leave (whether time is accrued or front-loaded)

PAYOUT

- Not required for Paid Sick Leave
- Paid Leave
  - Required for Large Employers (101+ Covered Employees)
  - 2 Days (16 hours) for Medium Employers (51-101 Covered Employees) until July 1, 2025, required past this date
  - Not required for Small Employers (1-50 Covered Employees)

BACP
Business Affairs and Consumer Protection

Office of Labor Standards
2350 W. Ogden Avenue, 2nd Floor
Chicago, Illinois 60608
Chicago.gov/LaborStandards

Contact:
bacplaborstandards@cityofchicago.org
(312) 744 - 2211
Scan QR Code to find info for each Labor Law:

CHICAGO PAID LEAVE AND PAID SICK LEAVE FACT SHEET

ACCRUAL OF LEAVE

ACCRUAL RATE

A Covered Employee earns **1 hour of Paid Leave** for every 35 hours worked (up to 40 hrs. (5 days) in a Benefit Year)
AND
1 hour of Paid Sick Leave for every 35 hours worked (up to 40 hrs. (5 days) in a Benefit Year)

ACCRUING METHOD

A Covered Employee earns Paid Leave and Paid Sick Leave based on the amount of time they've worked.

Scenarios:
- Employee "A"-is a full-time employee working 40 hours a week, would earn 1.14 hours of PL and PSL every week. *note they can be capped at 40 hours per benefit year.
- Employee "B"-is a part-time employee working 20 hours a week, would earn .57 hours of PL and PSL every week, and would not meet the benefit-year cap.

FRONTLOADING METHOD

Granting a benefit-year's worth of leave that meets the minimum requirements of the Ordinance (40 hours of PL and/or 40 hours of PSL) to a Covered Employee at the beginning of the benefit-year.

Scenarios:
- Employee "A"-is granted 40 hours of PL and 40 hours of PSL every January 1st and can be used immediately.
- Employee "B"- is hired as a part-time employee and is granted 30 hours of PL and 30 hours of PSL as they are only expected to work 1,050 hours during the benefit-year.

MIXED CALCULATION METHOD

An Employer can choose to mix and use the Accrual and Frontloading Methods. For example, full-time employees utilize a frontloading method while part time employee utilize an accrual methods; or Paid Leave is frontloaded, and Paid Sick Leave is accrued for all employees.

USAGE OF LEAVE

REASONS TO USE LEAVE

Paid Leave can be used for any reason of a Covered Employee's choosing.

Paid Sick Leave can be used by a Covered Employee to:
- Attend or obtain routine and preventive medical care
- Recover from illness
- Take care of a family member
- Address domestic violence situations
- In response to a public health emergency

PAID LEAVE (PL)

A Covered Employee begins to accrue PL on July 1, 2024, or their 1st day of employment (whichever date is later).

A Covered Employee can request to use PL **90 days** after July 1, 2024, or **90 days** after their start of employment (whichever date is later).

PAID SICK LEAVE (PSL)

A Covered Employee begins to accrue PSL on July 1, 2024, or their 1st day of employment (whichever date is later).

A Covered Employee can request to use PSL **30 days** after July 1, 2024, or **30 days** after their start of employment (whichever date is later).

MINIMUM USAGE INCREMENTS

Paid Leave- An Employer can set a minimum usage increment that cannot exceed **4 hours**.

Paid Sick Leave-An Employer can set a minimum usage increment that cannot exceed **2 hours.**

NOTIFICATION OF USAGE

- Paid Leave- An Employer can not require documentation for the usage of PL; however, an Employer can establish pre-approval policies to ensure continuity of business operations.
- Paid Sick Leave- An Employer can require up to 7 days' notice if usage is foreseeable. Documentation can be only be requested after a Covered Employee uses PSL for 3 consecutive work-days.

CARRYOVER & PAYOUT

CARRYOVER OF PAID LEAVE

A Covered Employee can carryover up to **16 hours** (*2 days) of accrued and unused Paid Leave from one Benefit Year to the next.

Note: If Paid Leave is front-loaded at the beginning of a Benefit Year, an Employer can choose to NOT allow carryover.

PAYOUT OF PAID LEAVE

Accrued and unused Paid Leave (whether granted via accrual or front-loading) must be paid out upon termination of employment.
- Required for a Large Employer
- A limit of up to 16 hours (*2 Days) for a Medium Employer until July 1, 2025, full amount after that date.
- NOT required for a Small Employer

Note: Payout amount is restricted to the amount of time mandated by Ordinance.

CARRYOVER OF PAID SICK LEAVE

A Covered Employee can carryover up to **80 hours** (*10 days) of accrued and unused Paid Sick Leave from one Benefit Year to the next.

Note: This carryover provision applies to both accrual and front-loading methods for Paid Sick Leave.

PAYOUT OF PAID SICK LEAVE

Payout of Paid Sick Leave is NOT required by Ordinance unless mandated by a Collectively Bargained Agreement.

EMPLOYER POLICIES & RECORD KEEPING

Record Requirements under the Ordinance that must be kept by Employers only apply to Covered Employees whose regular work duties occur within the geographical boundaries of the City.

EMPLOYER PRE-APPROVAL POLICIES

Covered Employees should know where they stand and be able to make plans.
A denial of a Paid Leave request made in consideration of an Employer's operational needs should consider relevant factors such as:
- Granting the Paid Leave during a specific time-period would significantly impact business operations
- Does the Employer provide a need or service critical to the health, safety, or welfare of the people of Chicago
- Are similarly situated employees treated the same (with regards to the review, approval and denial of Paid Leave)
- Does the Covered Employee have meaningful access to use all the Paid Leave they are entitled to during the Benefit Year

RECORD KEEPING REQUIREMENTS

Employers must maintain the following records for a period of at least 5 years:
- Covered Employee's name and contact info while they are employed (mailing address, phone number, e-mail address)
- Start date; and termination date if applicable
- Job classification and title/s (i.e., full-time, part-time, seasonal)
- Hours worked
- Rates of pay
- Paid Leave and Paid Sick Leave hours earned, and used
- Covered Employee requests to use Paid Leave and/or Paid Sick Leave
- Remaining Paid Leave and/or Paid Sick Leave balances

WRITTEN NOTIFICATION OF AVAILABLE LEAVE

Employer to provide when wages are paid. The notification should include:

- Accrued Leave earned since last notification (time earned)
- Leave which was used since last notification (if any)
- Available Leave to be used

Can be provided via reasonable methods
- Paystubs
- Online systems where Employees can access their own information
- A separate written notice