

Elgin Township

Time Off/Leaves of Absence

The addition of the following language is proposed for inclusion in between the Sick Leave and Jury Duty portions of the Time Off/Leaves of Absence section of the Elgin Township Employee Handbook dated May 14, 2015:

Illinois Paid Leave for All Workers Act

In accordance with the Illinois Paid Leave for All Workers Act (820 ILCS 192/1) effective January 1, 2024, all eligible employees shall be entitled to up to 40 hours of paid leave during a 12-month period. Illinois Paid Leave may be taken for any reason beginning March 31, 2024, or 90 days after entering an eligible classification of employment.

The Township will utilize a calendar year method during which eligible employees will accrue 1 hour of Illinois Paid Leave per every 40 hours worked with a maximum amount of 40 hours able to be earned during the calendar year.

An eligible employee must give at least 7 calendar days advance notice to their manager of their intention to take Illinois Paid Leave, unless providing such notice is not reasonable or practicable.

Illinois Paid Leave may be taken in 2-hour minimum increments and can be taken only after it is earned.

A maximum of 40 hours of accrued, unused Illinois Paid Leave may be carried over at the end of a calendar year, and eligible employees will continue to accrue additional Illinois Paid Leave at a rate of 1 hour per 40 hours worked. The maximum amount of Illinois Paid Leave time that can be taken in any 12-month period is 40 hours or the available accrual balance if less.

Accrued, unused Illinois Paid Leave will not be paid out upon termination for any reason. No payments will be made in lieu of taking Illinois Paid Leave time.