

Procedure 2.48.0.1: Paid Leave for All Workers Act

820 ILCS 192/Paid Leave for All Workers Act (PLAWA) allows employees not covered under an existing college policy, procedure, practice, or professional agreement up to 40 hours of paid leave time each year.

SECTION I

Exclusions

- Student employees are students enrolled in and regularly attending classes at the college but are not full-time employees.
- Short-term employees are employees working less than two consecutive calendar quarters during a calendar year and have no reasonable expectation of being rehired in a subsequent calendar year.

SECTION II

Definitions

- Employee— an employee not already covered under an existing college policy, procedure, practice, or professional agreement who does not fall under an exclusion.
- Year — the college defines a year as July 1 through June 30.
- Frontloaded accrual — the college provides an employee's leave time annually on July 1 or at the initial date of employment (prorated).
- Carry over – leave time does not carry over annually between year periods.
- One-hour increment — the smallest increment of leave time that can be used.

SECTION III

Accrual and carry-over procedures

- The amount of frontloaded leave time an employee receives is based on a calculation of a maximum of 29 hours worked per week over 52 weeks in a year. This amount is then divided by 40 as per the act; one hour of leave time is earned for every 40 hours worked. The amount is then rounded up to the nearest whole hour.
- This leave time is made available to the employee on their initial date of employment.
- If an employee is hired during the year, they receive a prorated amount of leave time based on their initial date of employment.
- This leave time is not cumulative and does not carry over annually from one year to the next.
- This leave time is **not** paid out to the employee at termination of employment.

Use of leave time

- Leave-time requests must be submitted to the employee's immediate supervisor in advance as early as possible.
- These requests for leave must follow the minimum increment of use of one hour.
- The reason for and documentation to support an employee's leave request is not required.
- If coverage is needed during an employee's paid leave, it's the supervisor's responsibility to manage coverage, not the employees.
- Approved leave time is recorded and submitted on employee time sheets or through the submission of a leave-request form.
- Requests for leave may be denied if allowing the leave would significantly impact the operational needs of the college.

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