



Policy 5.2		Paid Leave (Formerly Personal Days)	
<u>Effective Date:</u> 1/1/24	<u>Applicable Law/Statute:</u> 820 ILCS 192	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u>
<u>Last Amended Date:</u>			

## PAID LEAVE

5.2

### POLICY

It is the policy of DuPage County to comply with all State laws in granting paid Leave. This policy is meant to comply with the Paid Leave for All Workers Act and is not intended to grant leave in addition to what the Act requires. It is the policy of DuPage County to provide employees Paid leave hours per calendar year. The paid leave hours may be used for any purpose.

### ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction.

### GUIDELINES

- A. All eligible employees shall be awarded up to 40 paid leave hours each calendar year. The paid leave hours may be taken any time during the calendar year.
- B. Employees must give a minimum of 24-hours advance notice of time off to the Department Head or Supervisor.
- C. Employees shall be awarded paid leave hours based on their regularly scheduled hours.
- D. An employee who separates employment with the County will not receive payment for any unused paid leave hours.
- E. Paid leave hours may not be carried over into the next year.
- F. Part-time employees will receive paid leave hours at a proportional rate, based on the number of hours they are regularly scheduled to work.
- G. Paid leave hours will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.

## PROCEDURES

1. It shall be the employee's responsibility to accurately report their time reflecting paid leave hours used.

DRAFT