

EXHIBIT A



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> 11/12/24			

PAID LEAVE

5.2

POLICY

It is the policy of DuPage County to comply with all State laws in granting ~~p~~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 ~~l~~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

- All eligible employees shall be awarded up to 40 ~~p~~Paid ~~l~~Leave hours each calendar year. The ~~p~~Paid ~~l~~Leave hours may be taken any time during the calendar year.
- Employees must give a minimum of 24-hours advance notice of time off to the Department Head or Supervisor, ~~when foreseeable. When the use of Paid Leave time is unforeseeable, notice must be given as soon as practical~~
- Employees shall be awarded paid leave hours based on their regularly scheduled hours.
- ~~D.~~ An employee who transfers from one department under County Board jurisdiction to another department under County Board jurisdiction will retain all unused Paid Leave time.
- ~~D.~~ E. An employee who separates employment with the County will not receive payment for any unused ~~p~~Paid ~~l~~Leave hours. ~~When the separation is less than one (1) year, the unused Paid Leave hours shall be reinstated on the first day of employment.~~
- ~~E.~~ F. Paid leave hours may not be carried over into the next year.

F. G. Part-time, temporary, and seasonal employees will receive Paid Leave hours at a proportional rate, based on the number of hours they are regularly scheduled to work.

G. H. 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.~~ It shall be the responsibility of the employee to provide their Supervisor with complete and accurate information on their time document regarding the use of Paid Leave time.
2. Requests to use Paid Leave time may be submitted by the employee either verbally or in writing. Verbal requests should be followed up in writing by the employee. Requests should be made 24 hours prior to the time off, when foreseeable. When unforeseeable, the employee must notify their supervisor of their intent to use Paid Leave time as soon as practical.
3. The Supervisor shall not require an employee to provide a reason or documentation supporting the request for Paid Leave nor can they require the use of Paid Leave.
4. Denial of Paid Leave requests can only be made when the employee has insufficient Paid Leave time available or out of operational necessity. The employee must be provided the reason for denial in writing.
5. Paid Leave time must be taken in a minimum of two (2) hour increments.
6. Paid Leave time will not be counted as time worked for the purpose of overtime calculations.