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**BRIDGEVIEW PUBLIC LIBRARY
(820 ILCS 192/) PAID LEAVE FOR ALL WORKERS ACT**

This Paid Leave Policy applies to all employees who are not entitled to at least 40 hours of paid time off (which can be used for any purpose) under other Bridgeview Public Library policies. This Paid Leave Policy is provided pursuant to **(820 ILCS 192/) Paid Leave for All Workers Act (PLAWA)**.

Approved
JAN 21 2024

Basic Leave Entitlement/Accrual Methods

All employees are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period. The 12-month "accrual period" is as follows:

A standardized period using the front-load method. Bridgeview Public Library will award paid leave annually at the beginning of each calendar year (January 1). Bridgeview Public Library will frontload all paid leave time the employee is entitled to earn for the upcoming calendar year, based on the employee's current work schedule. For employees who start after January 1, Bridgeview Public Library will front-load the full amount of paid leave the new hires are entitled to upon their date of hire based on their current work schedule through the remainder of the year. Bridgeview Public Library may increase the available paid leave time for any employees that substantially change their work schedule at any time during the Calendar year in order to ensure that Bridgeview Public Library is providing the correct amount of leave earned by the employees based on their hours worked. Employees who begin work on or after October 2 will receive their full allotment of hours on January 1, but will have to wait 90 days to use the time.

Notice of Leave

If the use of paid leave is foreseeable, the employee must give Bridgeview Public Library at least seven (7) days' notice of the planned leave in accordance with Bridgeview Public Library's usual procedure for requesting time off. Failure to provide such notice may be grounds for delay or denial of the leave. Where the need for leave is not foreseeable, the employee is expected to notify Bridgeview Public Library as soon as practicable and, absent unusual circumstances, *in accordance with Bridgeview Public Library's normal leave procedures*.

Use of Paid Leave

Paid leave may be used starting on April 1, 2024, or after an employee has been employed for at least 90 days, whichever is later. Paid leave must be used in increments of at least two (2) hours.

Employees may use their paid leave for any reason. Employees are not required to provide Bridgeview Public Library with a reason for the leave nor are they required to provide documentation or certification in support of the leave. However, there may

be times when Bridgeview Public Library is unable to grant a request for time off under this policy, for example, to meet the operational needs of the business, to maintain required staffing levels, to meet customer/client/seasonal demands, and/or to ensure that safety objectives are met. In the event an employee's request is denied for one of these reasons, employees can: 1) check to see if their request is covered under another Bridgeview Public Library policy or, 2) re-submit their request for an alternative date.

Carryover

Employees must use all paid leave by the end of December 31. No carryover of unused paid leave will be granted and any unused leave will be forfeited.

Payment of Leave

Paid leave will be paid at the employee's base pay rate at the time the leave is taken, or the required minimum wage, whichever is higher. Paid leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses. Employees will not be paid any accrued but unused paid leave upon termination of employment.