

## RESOLUTION 24 - 12

**WHEREAS**, the Employee Policy Manual was last adopted on February 14, 2022, as Resolution 22 – 22; and

**WHEREAS**, the Employee Policy Manual may be amended by the Ford County Board, at its discretion, at any duly constituted regular County Board meeting; and

**WHEREAS**, a Paid Leave Act Policy effective January 1, 2024, requires employers to adopt said policy; and

**BE IT HEREBY RESOLVED** that the Ford County Board adopts the following language to be added to the Employee Policy Manual adopted as Resolution 22 – 22 on February 14, 2022, effect January 1, 2024:

### **Paid Leave Act Policy**

**Accruals and use.** Employees will be able to earn and use a minimum of 40 hours of paid leave during a 12-month period. Paid leave will accrue at a rate of one hour for every 40 hours worked and may be used for any purpose. Overtime-exempt employees will be deemed to work 40 hours each workweek unless their regular workweek is fewer than 40 hours. Employees will not have to give a reason for the leave, and Elected Officials/Dept. Heads will not be able to require documentation or certification for the leave.

**Timing.** Paid leave will begin accruing on the first day of employment or Jan. 1, 2024, whichever is later. Employees will be able to use paid leave 90 days after accruals begin. Employees will have the choice to use paid leave under this law before using any other leave provided by the employer or state law. In other words, the Elected Officials/Dept. Heads cannot require an employee to exhaust some other paid leave before using leave under this law. If a former employee is rehired within 12 months, all previously accrued but unused paid leave must be reinstated and made available for immediate use.

**Notice.** Employees will be able to request leave in writing or orally in accordance with the employer's reasonable notification requirements. Elected Officials/Dept. Heads will require seven calendar days' notice for foreseeable leaves. For unforeseeable leaves, employees will have to provide notice as soon as practicable. Elected Officials/Dept. Heads will have to give employees written documentation of any required notice procedures.

**Pay.** Employees will receive their hourly pay rate while on leave. Elected Officials/Dept. Heads will not have to pay out unused paid leave on employment separation unless the paid leave is credited to an employee's paid time off (PTO) bank or vacation account, as required by the Illinois Wage Payment and Collection Act and rules.

Dated this February 12, 2024

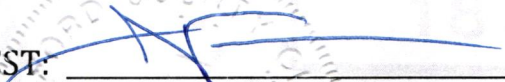


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Debbie Smith

Ford County Board Chairman

ATTEST:



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Amy Frederick

Ford County Clerk & Recorder

