

ILLINOIS STATE HANDBOOK ADDENDUM & CHICAGO NON-HARASSMENT COMPLAINT FORM

PREGNANCY ACCOMMODATIONS

In compliance with Illinois law, COMPANY will not discriminate against employees because of pregnancy; will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth or related conditions; and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the COMPANY business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave to recover from childbirth or pregnancy.

Employees will not be required to accept an accommodation that they did not request or to which they did not agree, nor will they be forced to take leave if another reasonable accommodation is available.

The employee may be required to provide certification from a health care provider concerning the need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include:

- medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) medically advisable.
- the date the accommodation(s) became advisable; and
- the probable duration of the reasonable accommodation(s).

The COMPANY will not deny employment opportunities or take adverse employment action against employees if such decision is based on the COMPANY's need to make a reasonable accommodation, and the COMPANY will not retaliate against employees who request an accommodation or otherwise exercise their rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by contacting the IDHR at any of the offices shown below or by completing the form at <https://www2.illinois.gov/DHR/Pages/default.aspx>.

Chicago Office

555 West Monroe Street, Suite 700

Chicago, Illinois 60601

Springfield Office

524 S. 2nd Street, Suite 300

Springfield, Illinois 62702

Commented [1]: July 2024:

-Pregnancy Accommodation- address & phone number updates
-Cook County Paid Leave - policy language added
-Chicago: Sick & Safe Time policy edits to reflect final approved regulations

January 2024

Added New Child Extended Bereavement Leave Policy
Added New School Visitation Leave Policy
Added Blood and Organ Donation Leave Policy
Revised previously release IL Paid Leave Policy
Revised/Updated Cook County PAID Leave (vs Earner Sick Leave Policy)
Added & NOTE: Chicago Earned Sick Leave Policy added, yet employers have until 7/2024 to enact regulatory requirements of offering leave.

Commented [2]: 10.2024 Edits

-IL Paid Leave Policy added
-Effective 1.1.24 to be in compliance with Paid Leave for All Workers Act

Commented [3]: 6.2023 Edits:

-Minor Lactation Policy verbiage tweak
-Volunteer Emergency Workers Leave Policy Edit

Commented [4]: Updated 8/2023:

LEAVE FOR DOMESTIC, SEXUAL AND GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE Policy (see red text for specific changes)

Commented [5]: 8.2023 Edit

-IL Family Bereavement Leave Policy eff 1.1.24

Commented [6]: Please note that there is a requirement for Illinois employers to post the Pregnancy & Your Rights Notice.

Public Act 98-1050 requires all employers in Illinois to post a notice prepared by the Department and to include in any employee handbook information regarding an employee's rights under this amendment to the Illinois Human Rights Act regarding pregnancy in the workplace and an employer's obligation to accommodate pregnancy. Such notice should be posted in a conspicuous location on the premises of the employer where notices to employees are customarily displayed.

If you need a copy of this poster feel free to reach out to ETC HR

Commented [7]: Updated Chicago and Springfield office addresses 3.2023

Tel: [312-814-6200 and/or tel:3128146200]

Tel: [217-785-5100 and/or tel:2177855100]

TDD: [866-740-3953 and/or tel:866-740-3953]

TDD: [866-740-3953 and/or tel:866-740-3953]

Fax: 312-814-6517

Fax: 217-785-5106

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Human Resources.

DISCRIMINATION AND NON-HARASSMENT (INCLUDING SEXUAL HARASSMENT)

In compliance with the Illinois Human Rights Act (Act) and any other related federal or local law/ordinance, all employees have the right to be free from unlawful discrimination or harassment (including sexual harassment). This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act or any other related federal or local law/ordinance. This applies to all employer actions, including hiring, promotion, discipline and discharge.

It is COMPANY 's policy to prohibit intentional and unintentional discrimination or harassment (including sexual harassment) of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). The COMPANY also prohibits retaliation. All such conduct will not be tolerated by COMPANY.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one engages in discrimination or harassment (including sexual harassment) of another individual in the workplace, including while on COMPANY premises, while on COMPANY business (whether or not on COMPANY premises) or while representing the COMPANY . In addition to being a violation of this policy, discrimination, harassment or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual reported or filed a complaint of discrimination or harassment (including sexual harassment) or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws or helped others exercise their right to complain about discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws are unlawful.

Reasonable Accommodation

Employees also have the right to reasonable workplace accommodations based on pregnancy, disability, religious beliefs or any other reason required by applicable federal, state or local laws. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled or because of their religious beliefs or any other reason required by applicable federal, state or local laws.

Discrimination Defined

Discrimination under this policy generally means treating an individual differently or denying or granting a benefit to an individual because of any actual or perceived protected characteristic as defined under federal, state or local law/ordinance.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault or blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

COMPANY Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Manager. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the COMPANY will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Additional Reporting Procedures

Aside from the internal complaint process at the COMPANY described above, employees may choose to file a charge/complaint of discrimination or harassment (including sexual harassment) with the Illinois Department of Human Rights (IDHR).

The charge process for violations of the law can be initiated by completing the form at www.illinois.gov/dhr or by contacting the IDHR at IDHR.Intake@illinois.gov, or either of these offices:

Chicago Office
160 North LaSalle Street, Suite N-1000
Chicago, Illinois 60601
Tel: [312-814-6269 and/or tel:3128146269]
TDD: [866-832-2298 and/or tel:866-832-2298]
Fax: 312-814-6517

Springfield Office
300 West Jefferson Street, Suite 108
Springfield, Illinois 62702
Tel: [217-785-4350 and/or tel:2177854350]
TDD: [866-832-2298 and/or tel:866-832-2298]
Fax: 217-524-4877

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

Commented [8]: Updated addresses and phone numbers as of 3.2023

CHICAGO DISCRIMINATION AND NON-HARASSMENT (INCLUDING SEXUAL HARASSMENT)

In compliance with the Illinois Human Rights Act (Act), the City of Chicago Human Rights Ordinance (Ordinance) (as applicable) and any other related federal or local law/ordinance, all employees have the right to be free from unlawful discrimination or harassment (including sexual harassment). This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation, or any other protected class named in the Act, Ordinance (as applicable) or any other related

federal or local law/ordinance. This applies to all employer actions, including hiring, promotion, discipline, and discharge.

It is COMPANY 's policy to prohibit intentional and unintentional discrimination or harassment (including sexual harassment) of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). The COMPANY also prohibits retaliation. All such conduct will not be tolerated by COMPANY.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one engages in discrimination or harassment (including sexual harassment) of another individual in the workplace, including while on COMPANY premises, while on COMPANY business (whether or not on COMPANY premises) or while representing the COMPANY . In addition to being a violation of this policy, discrimination, harassment, or retaliation based on any protected characteristic as defined by applicable federal, state or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual reported or filed a complaint of discrimination or harassment (including sexual harassment) or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws or helped others exercise their right to complain about discrimination or harassment (including sexual harassment) as defined by applicable federal, state or local laws are unlawful.

Reasonable Accommodation

Employees also have the right to reasonable workplace accommodations based on pregnancy, disability, religious beliefs, or any other reason required by applicable federal, state or local laws. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled or because of their religious beliefs or any other reason required by applicable federal, state, or local laws.

Discrimination Defined

Discrimination under this policy generally means treating an individual differently or denying or granting a benefit to an individual because of any actual or perceived protected characteristic as defined under federal, state or local law/ordinance.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or

local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- the conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

For employees working in the City of Chicago, sexual harassment also is defined specifically under the Ordinance to mean any (i) unwelcome sexual advances or any unwelcome conduct of a sexual nature; or (ii) requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment; or (iii) sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority or misuse of an individual's employment position.

Examples of conduct that violate this policy include:

1. unwelcome flirtations, leering, whistling, touching, pinching, assault or blocking normal movement;
2. requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
3. obscene or vulgar gestures, posters or comments;
4. sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;
5. propositions or suggestive or insulting comments of a sexual nature;
6. derogatory cartoons, posters and drawings;
7. sexually-explicit e-mails, text messages or voicemails;
8. uninvited touching of a sexual nature;
9. unwelcome sexually-related comments;
10. conversation about one's own or someone else's sex life;
11. conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
12. teasing or other conduct directed toward a person because of the person's gender.

COMPANY Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Manager. Written complaints can be submitted internally using the form provided in this handbook. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of

what the employee perceives to be harassment, the employee should contact Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. Employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the COMPANY will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

Training Requirement

Employees, other than those who supervise or manage employees, are required to participate in a minimum of one (1) hour of sexual harassment prevention training at least once a year in accordance with the IHRA/Ordinance. Anyone who supervises or manages employees is required to participate in a minimum of two (2) hours of sexual harassment prevention training at least once a year in accordance with the IHRA/Ordinance. Additionally, all employees are required to participate in one (1) hour of bystander training at least once a year in accordance with the Ordinance.

Additional Reporting Procedures

Aside from the internal complaint process at the COMPANY described above, employees may choose to file a charge/complaint of discrimination or harassment (including sexual harassment) with the government agency or agencies set forth below.

Illinois Department of Human Rights (IDHR)

The charge process for violations of the law can be initiated by completing the form at www.illinois.gov/dhr or by contacting the IDHR at IDHR.Intake@illinois.gov, or either of these offices:

Chicago Office	Springfield Office
555 W. Monroe St., 7th	535 W. Jefferson Street, 1st
Floor	Floor
Chicago, IL 60661	Springfield, IL 62702
(312) 814-6200	(217) 785-5100
(866) 740-3953 (TTY)	(866) 740-3953 (TTY)
(312) 814-6251 (Fax)	(217) 785-5106 (Fax)

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

Chicago Commission on Human Relations (CCHR)

The complaint process for violations of the law can be initiated by visiting www.chicago.gov/CCHR or by contacting the CCHR at cchr@cityofchicago.org, or at:

740 N. Sedgwick Suite
400
Chicago, IL 60654
(312) 744-4111
(312) 744-1088 (TTY)
(312) 744-1081 (FAX)

Additionally, employees may choose to file a charge of discrimination or harassment (including sexual harassment) with the United States Equal Employment Opportunity Commission (EEOC) by contacting the EEOC at:

JCK Federal Building
230 S Dearborn Street
Chicago, IL 60604
Filing of Private Sector Charges/Enforcement/Federal Sector Hearings: Suite
1866
Mediation Unit/Legal Unit: Suite 2920
(800) 669-4000
(312) 588-1260 (Fax)

Commented [9]: Addresses / contact info / numbers
updated 3.2023

CHICAGO NON-HARASSMENT COMPLAINT FORM (INCLUDING SEXUAL HARASSMENT)

If you believe that you have been subjected to conduct in violation of COMPANY 's policy prohibiting harassment, including sexual harassment, you are encouraged to complete this form and submit it to the Manager or Human Resources. If you are more comfortable reporting verbally or in another manner, you may do so and can follow the guidelines set forth in the Chicago Discrimination and Non-Harassment (Including Sexual Harassment) policy. You will not be retaliated against for filing a complaint. Once a complaint is received, COMPANY will follow the investigation process described in the policy.

General Information

Your Name / Job Title:

Your Department / Supervisor:

Preferred Communication Method (if via e-mail or phone, please provide contact info):

Complaint Information

Please tell us who you believe has violated our policy prohibiting sexual harassment. What is their relationship to you (e.g., supervisor, subordinate, co-worker, other)?

Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

Please provide specific date(s) the alleged misconduct occurred. Additionally, please advise if the alleged misconduct is continuing.

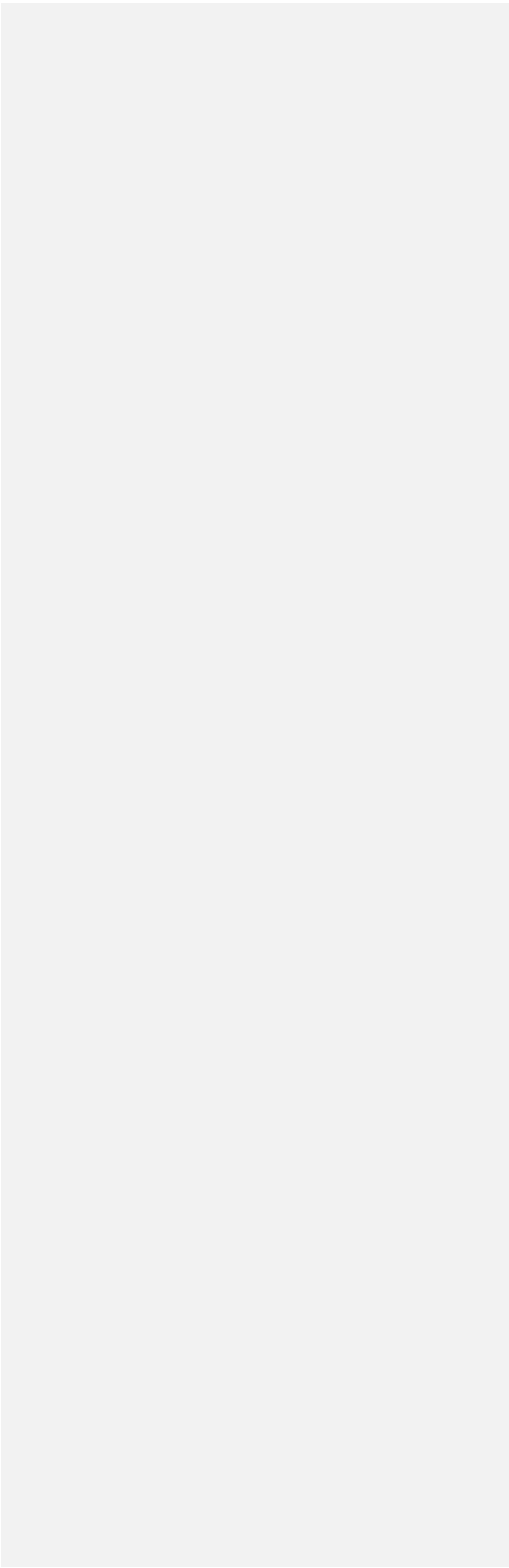
Please list the name and contact information of any witnesses or individuals who may have information related to your complaint.

This last question is optional but may help the investigation.

Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

Sign and date this form below:

Signature: _____ Date: _____



ILLINOIS PAID LEAVE

Commented [10]: New Policy Effective 1.1.2024, in compliance with the Illinois Paid Leave for All Workers Act <https://labor.illinois.gov/laws-rules/paidleave.html>

Eligibility

The COMPANY provides paid leave to employees who work in Illinois pursuant to the Illinois Paid Leave for All Workers Act (the "Act"), 820 Ill. Comp. Stat. § 192/1 et seq. This policy does not apply to employees in Cook County (including but not limited to the City of Chicago) who work for the COMPANY for at least 80 hours within a 120-day period except for employees working in areas of Cook County that have "opted-out" of complying with the Cook County Earned Sick Leave Ordinance. For employees who work in Illinois and are eligible for sick and safe time under the general policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issues.

Accrual

Employees begin to accrue paid leave pursuant to this policy on January 1, 2024, or at the start of employment, whichever is later. Employees accrue paid leave at a rate of one (1) hour for every 40 hours worked, up to a maximum accrual of 40 hours each year. Exempt employees shall be deemed to work 40 hours in each workweek unless their regular workweek is less than 40 hours, in which case paid leave accrues based on that regular workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage

Employees may begin to use accrued paid leave 90 days following commencement of the employee's employment or on March 31, 2024, whichever is later. Paid leave may be used in a minimum increment of two (2) hours, except if the employee's scheduled workday is less than two (2) hours, the employee's scheduled workday will be used to determine the amount of paid leave. Employees may not use more than 40 hours of accrued paid leave in any year.

Employees may use paid leave for any reason. Employees are not required to provide the COMPANY a reason for the leave. Employees may choose whether to use paid leave provided under this policy prior to using any other leave provided by the COMPANY or under state law.

The employee's use of paid leave will not be conditioned upon searching for or finding a replacement worker to cover the hours during which the employee takes paid leave.

Notice and Documentation

Employees must make requests to use paid leave orally or in writing to Human Resources. If use of paid leave is foreseeable, the employee must provide seven (7) calendar days' notice before the date the leave is to begin. If paid leave is not foreseeable, the employee must provide such notice as soon as is practicable after the employee is aware of the necessity of the leave.

Employees will not be required to provide documentation or certification as proof or in support of the leave.

Payment

Employees will receive payment for paid leave at their hourly rate of pay at the time the employee uses the paid leave, unless otherwise required by applicable law, and no less than the applicable minimum wage.

Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout

Employees may carry over up to 80 hours of accrued, unused paid leave under this policy to the following year. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement & Retaliation

The COMPANY will not threaten to take or to take any adverse action against an employee because the employee exercises rights or attempts to exercise rights under this policy or the Act, opposes practices which the employee believes to be in violation of this Act, or supports the exercise of rights of another under this Act. Additionally, during any period the employee takes leave under the Act, the COMPANY will maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. Nonetheless, the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any.

Employees with questions regarding this policy can contact Human Resources.

COOK COUNTY PAID LEAVE

Eligibility

The COMPANY provides earned sick leave to covered employees in Cook County (including but not limited to the City of Chicago) who work for the COMPANY at least 80 hours within a 120-day period. This policy does not apply to employees working in areas of Cook County that have "opted-out" of complying with the Cook County Earned Sick Leave Ordinance. To the extent such employees are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general PTO policy and/or any other applicable sick time/leave law or ordinance.

Accrual

Employees begin to accrue paid leave pursuant to this policy on December 31, 2023, or at the start of employment, whichever is later. Employees accrue one (1) hour for every 40 hours worked, up to a maximum accrual of 40 hours each year. Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case earned sick leave accrues based upon their normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage

Employees may begin to use accrued paid leave 90 days following commencement of the employee's employment or on March 30, 2024, whichever is later. Paid leave must be used in a minimum increment of two (2) hours except if the employee's scheduled workday is less than two (2) hours, the employee's scheduled workday will be used to determine the amount of paid leave. Employees may not use more than 40 hours of accrued paid leave in any year.

Commented [11]: 1.1.24

This revised policy addresses the December 14, 2023, amendments to the Cook County ordinance (previously earned sick leave), Cook County, Ill., Ord. § 42-1 et seq., effective December 31, 2023.

See red text as such reflect policy changes.

Employees may use paid leave for any reason. Employees are not required to provide COMPANY a reason for the leave. Employees may choose whether to use paid leave provided under this policy prior to using any other leave provided by COMPANY or under state law.

Employees' use of paid leave will not be conditioned upon searching for or finding a replacement worker to cover the hours during which the employees take paid leave.

Notice and Documentation

Employees must make requests to use paid leave orally or in writing to Human Resources. If use of paid leave is foreseeable, the employee must provide seven (7) calendar days' notice before the date the leave is to begin. If use of paid leave is not foreseeable, the employee must provide such notice as soon as is practicable after the employee is aware of the necessity of the leave.

Employees will not be required to provide documentation or certification as proof or in support of the leave.

Payment

Paid leave will be paid at the same rate the employee earns from their employment at the time the employee uses such leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Employees may carry over accrued, unused paid leave under this policy to the following year. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement and Retaliation

The COMPANY prohibits retaliation against employees for requesting or using paid leave or for filing a claim with the Cook County Commission on Human Rights. Employees who believe that their legal rights have been violated are encouraged to contact Human Resources. Additionally, during any period the employee takes leave under the Act, COMPANY will maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. Nonetheless, the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any.

Employees may make a complaint with the Cook County Commission on Human Rights in person (69 W. Washington, 30th Floor, Chicago, IL 60602), by email (human.rights@cookcountyil.gov), or by telephone (312-603-1100).

For additional information on this policy, please contact the Head of Human Resources and/or Human Resources.

CHICAGO PAID SICK AND SAFE TIME

Eligibility

Starting July 1, 2024, the COMPANY provides paid leave and paid sick leave to employees who work for

Commented [MU12]: 7.2024 policy language added - last sentence of paragraph

Commented [MU13]: 7.2024- Policy updates

1.1.24

NOTE: employers now have until July 1, 2024, to implement the required sick and paid time off provisions.

COMPANY in Chicago for at least 80 hours within a 120-day period. To the extent such employees are eligible for sick time under the general Sick Days policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Sick Days policy and/or any other applicable sick time/leave law or ordinance.

Accrual

Employees begin accruing **paid leave and paid** sick leave on the first day of employment. Employees accrue one (1) hour for every 40 hours worked, up to a maximum accrual of 40 hours each year. Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case **paid leave and paid** sick leave accrues based upon their normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1 and ending on December 31.

Usage

Employees may begin to use paid leave on the 90th calendar day after the start of employment. Employees may begin to use paid sick leave on the 30th calendar day after the start of employment. Paid leave must be used in a minimum increment of four (4) hours, unless the employee's workday is less than four (4) hours. Paid sick leave must be used in a minimum increment of two (2) hours, unless the employee's workday is less than two (2) hours.

Paid sick leave can be used when:

1. The employee is ill or injured or receiving medical care, including preventative care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
2. A family member is ill, injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventative care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
3. A family member needs personal care including to ensure the family member's basic medical, hygiene, nutritional, or safety needs are met; to provide transportation to medical appointments if the family member is unable to meet those needs; or to be physically present to provide emotional support for a family member with a serious health condition who is receiving inpatient or home care;
4. The employee or a family member is the victim of domestic violence, a sex offense, or human trafficking;
5. The employee's place of business is closed by order of a public official due to a public health emergency or the employee needs to care for a family member whose school or place of care has been closed; or
6. The employee obeys an order issued by the Mayor of Chicago, the Governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider requiring the employee to:
 - a. Stay at home to minimize the transmission of a communicable disease;
 - b. Remain at home while experiencing symptoms or sick with a communicable disease;
 - c. Obey a quarantine order issued to the employee; or
 - d. Obey an isolation order issued to the employee.

For purposes of this policy, "family member" means child, **legal guardian or ward**, spouse **under the laws of any state** or domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. **A child includes not only a biological relationship, but also a**

relationship resulting from an adoption, step-relationship, or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, step-, or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

The employee's use of **paid leave** and **paid sick leave** will not be conditioned upon searching for or finding a replacement worker.

Employees will be notified each time wages are paid of the amount of paid leave and paid sick leave available for use and the accrual rates, including amounts accrued since the last notification, reduced balances since the last notification, and any unused balances available for use.

Notice and Documentation

Employees must provide up to seven (7) days' notice to Human Resources before using paid leave and must obtain reasonable pre-approval for COMPANY before using paid leave for the purpose of maintaining continuing of for COMPANY's operations. An employee will not be required to provide documentation or certification as proof or in support of the paid leave.

When the use of **paid sick leave** is reasonably foreseeable (e.g., pre-scheduled health care appointments or court dates in a domestic violence case), the employee is required to provide up to seven (7) days' notice to Human Resources before leave is taken. When the use of **paid sick leave** is not reasonably foreseeable, the employee is required to provide notice to Human Resources **by telephone, e-mail, or other means** as soon as is practicable on the day the employee intends to **use paid sick leave**.

For **paid sick leave** absences of more than three (3) consecutive work days, COMPANY may require reasonable documentation that the **paid sick leave** was used for a reason covered under this policy. For reason numbers #1 and #2 above, the employee can provide documentation signed by a licensed health care provider. For reason number #4 above, the employee can provide a police report; a court document; a signed statement from an attorney, clergy member, or victim services advocate; or any other reasonable documentary evidence, including a written statement from the employee or any other person who has knowledge of the circumstances. Documentation need not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sex offense, or human trafficking.

Payment

Paid leave and paid sick leave will be paid at the same rate **and the same benefits** the employee earns from their employment at the time the employee uses such leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of **paid leave and paid sick leave** is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Employees may carry over up to 16 hours of paid leave and 80 hours of paid sick leave to the following benefit year.

Should accrued Chicago paid sick & safe time be managed under the COMPANY's paid leave policies, payout of accrued paid leave may be payable to an employee.

Additionally, employees that have not been offered a work assignment outside of Chicago for 60 days may

Commented [MU14]: 7.2024

Payout of paid leave is required depending upon employer size. Employers with more than 100 covered employees in Chicago must pay out balances at termination. Employers with 50-100 covered employees in Chicago can limit payout to 16 hours until 12/31/24. Thereafter, full payout is required. Employers with less than 50 covered employees in Chicago are not required to pay out time. Additionally, for all employers, employees that have not been offered a work assignment for 60 days may request payout of their accrued, unused paid leave time.

A "covered employee" is an employee that works at least 80 hours for a covered employer in any 120-day period within the geographical boundaries of Chicago.

request payout of their accrued, unused paid leave time.

Interaction with FMLA

When employees use **paid leave and paid** sick leave while on FMLA, the notice and documentation/certification requirements under the FMLA, and any other applicable provisions of the FMLA, take precedence to the extent they conflict with a provision of this policy.

Enforcement and Retaliation

COMPANY prohibits retaliation against employees for requesting or using **paid leave and paid** sick leave or for filing a claim with the Chicago Department of Business Affairs and Consumer Protection. Employees who believe that their legal rights have been violated are encouraged to contact Human Resources.

For additional information on this policy, please contact the Head of Human Resources and/or Human Resources.

LACTATION ACCOMMODATIONS

COMPANY provides employees who are nursing with reasonable break time to express breast milk after the birth of a child.

The break time provided must run concurrently with any other break time provided to employees but to the extent the lactation break does not occur during an otherwise unpaid break such time is paid.

The COMPANY will make reasonable efforts to provide a private location in close proximity to the employee's work area. The COMPANY will not retaliate against employees for exercising their rights under this policy.

The COMPANY may not be able to provide additional break time if doing so would seriously disrupt the COMPANY's operations, subject to applicable law.

Employees should advise management if they need break time and an area for this purpose. Employees can consult Human Resources with questions regarding this policy.

Commented [15]: Policy language updated 6.2023

JURY DUTY LEAVE

COMPANY realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of any request to perform jury duty as noted below and provide verification of their service, including fees received for jury duty service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

The COMPANY is not obligated to compensate employees for time taken off for jury duty. However, exempt employees will be paid their full salary less jury duty fees for any week in which they performed work for the COMPANY and missed work due to jury service.

Employees summoned for jury duty must deliver a copy of the summons to the COMPANY within 10 days of the date of issuance of the summons to the employee.

WITNESS LEAVE

Employees called to serve as a witness in a judicial proceeding must notify their supervisor as soon as possible.

Employees will not be compensated for time away from work to participate in a court case but may use available vacation and personal time to cover the period of absence.

Employees attending judicial proceedings in response to a subpoena will not be disciplined for their absence.

CHILD EXTENDED BEREAVEMENT LEAVE

Commented [16]: New Policy effective 1.1.24

A full-time employee who has been employed for at least two (2) weeks is entitled to use a maximum of six (6) weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide.

"Child" includes the employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.

Child extended bereavement leave may be taken in a single continuous period or intermittently in increments of no less than four (4) hours, but leave must be completed within one (1) year after the employee notifies COMPANY of the loss.

COMPANY may require reasonable advance notice of the employee's intention to take leave, unless providing such notice is not reasonable and practicable. COMPANY also may require reasonable documentation. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. COMPANY may require that the documentation include the cause of death.

Employees may elect to substitute any available paid time off while taking unpaid leave provided under the Child Extended Bereavement Leave Act, but this substitution does not extend the length of the leave.

The Child Extended Bereavement Leave Act does not extend the maximum period of leave to which employees are entitled under the federal Family and Medical Leave Act or under any other paid or unpaid leave provided under federal, state, or local law, a collective bargaining agreement, or an employment benefits program or plan.

Employees who take child extended bereavement leave will, on return from such leave, be restored to the position of employment held by the employee when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The taking of leave will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

Employees who use leave under the Child Extended Bereavement Leave Act because of the death of a child may not take leave under the Family Bereavement Leave Act because of the death of the same child.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy. If employees have questions about this policy, they should contact Human Resources.

FAMILY BEREAVEMENT LEAVE

Commented [17]: Policy complies with the Child Extended Bereavement Act eff 1.1.24

An employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA) may take up to two (2) weeks (10 workdays) of unpaid bereavement leave for any or all of the following purposes:

1. to attend the funeral or alternative to a funeral of the employee's family member;
2. to make arrangements necessitated by the death of the employee's family member;
3. to grieve the death of the employee's family member; or
4. to be absent from work due to:
 1. a miscarriage,
 2. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure,
 3. a failed adoption match or an adoption that is not finalized because it is contested by another party,
 4. a failed surrogacy agreement,
 5. a diagnosis that negatively impacts pregnancy or fertility, or
 6. a stillbirth.

For purposes of this policy, "family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. "Child" includes an employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave under this policy is available only to employees who have not exhausted their FMLA leave entitlement at the time bereavement leave is requested. In the event of the death of more than one (1) covered family member in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period.

An employee who uses leave under the Child Extended Bereavement Leave Act because of the death of a child may not take leave under the Family Bereavement Leave Act because of the death of the same child.

Bereavement leave must be completed within 60 days of the date on which the employee received notice of the death of the employee's family member, or the occurrence of an event listed in reason number four (4) above.

An employee requesting leave under this policy generally must provide the COMPANY with at least 48 hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

Employees may substitute available paid time off while taking unpaid leave under this policy, but this substitution does not extend the length of the leave.

The COMPANY may require reasonable documentation in connection with leave taken under this policy.

Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under reason four (4) above, reasonable documentation shall include a form, to be provided by the Illinois Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under reason four (4), or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under reason four (4), certifying that the employee or employee's spouse or domestic partner has experienced an event listed under reason four (4). The COMPANY will not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under this policy.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy or supporting the exercise of rights of another under this policy.

VOTING LEAVE

Employees who are eligible to vote in an election may request up to two (2) hours with pay to vote while polls are open.

Employees must notify COMPANY of their intention to vote at least one (1) week prior to Election Day.

VOLUNTARY EMERGENCY WORKERS LEAVE

COMPANY will not discharge employees who serve as volunteer emergency workers and are absent from or late to work due to their participation in an emergency situation. **Employees will be permitted unpaid time off from work to perform emergency duty as a volunteer emergency work.** Volunteer emergency workers include volunteer firefighters, emergency medical technicians, ambulance drivers or attendants, first responders, members of county municipal emergency services and disaster agencies, and auxiliary policemen or deputies. Employees must make a reasonable effort to notify the COMPANY that they may be absent from or late to work.

Commented [18]: Additional policy language added 6.2023

FAMILY MILITARY LEAVE ACT

COMPANY will grant eligible employees up to 15 days of unpaid family military leave if their spouse or child is called to military service with the State or the United States for more than 30 days. Family military leave must be taken during the time federal, or state deployment orders are in effect.

To be eligible, the employee must have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the request for family military leave. Employees may take family military leave only if they have exhausted all accrued vacation, personal, compensatory, and other leave, except sick and disability leave.

The request for leave must be made at least 14 days in advance if the leave will consist of five (5) or more consecutive workdays.

If the leave will consist of less than five (5) days, the request must be made with as much advance notice as is practicable.

Employees that take family military leave may elect to continue benefits at their own expense during the leave.

Employees that take family military leave will be reinstated to the position they held before commencing leave, or to a position with equivalent seniority, status, employee benefits, pay and other terms and conditions of employment.

Employees must provide certification from the proper military authority to verify their eligibility for the family military leave requested.

LEAVE FOR DOMESTIC, SEXUAL AND GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE

Commented [19]: Updated 8/2023

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), employees who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence or who have family or household members who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence or any other crime of violence, may be eligible for up to 12 weeks of unpaid leave within any 12-month period, **except an employee may be eligible for up to a cumulative total of not more than two (2) weeks (10 work days) of unpaid leave for the purposes described in reasons F, G, or H below which must be completed within 60 days after the date on which the employee receives notice of the death of the victim.**

If the employee is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act (FBLA) as a result of the death of the victim, VESSA does not create a right for the employee to take unpaid bereavement leave that exceeds, or is in addition to, the unpaid bereavement leave the employee is entitled to take under the FBLA. If the employee is also entitled to take unpaid bereavement leave under the FBLA as a result of the death of the victim, leave taken under VESSA for the purposes described in reasons F, G, or H in the list below or leave taken under the FBLA will be in addition to, and will not diminish, the total amount of leave time of up to 12 weeks of unpaid leave within any 12-month period.

If the employee is not entitled to unpaid bereavement leave under the FBLA as a result of the death of the victim, leave taken for the purposes described in reasons F, G, or H in the list below will be deducted from, and is not in addition to, the total amount of leave time of up to 12 weeks of unpaid leave within any 12-month period.

Employees may elect to substitute any or all annual or vacation/PTO leave, personal leave and sick leave during the otherwise unpaid leave. This substitution of paid leave does not extend the total allowed leave period but runs concurrently with it. Leave under this policy also runs concurrently with Family and Medical Leave when the reason for the leave qualifies for Family and Medical Leave, such as for a serious health condition. In these situations, the leave does not extend any unpaid time available to the employee under Family and Medical Leave.

Reasons for Leave

Eligible employees may take leave under this policy so that they or a member of their family or household may take part in one or more of the following actions:

- A. seek **medical attention** for or recover from physical or psychological injuries caused by domestic violence, sexual violence, gender violence or any other crime of violence;
- B. obtain services from a **victim's services** organization;

- C. obtain **psychological or other counseling**;
- D. participate in **safety planning**, including temporary or permanent relocation, or other actions to increase their physical safety or economic security; or
- E. seek **legal assistance** or remedies to ensure their health and safety, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual violence, gender violence or any other crime of violence.
- F. **Attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;**
- G. **Make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or**
- H. **Grieve the death of a family or household member who is killed in a crime of violence.**

For purposes of this policy, "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household.

Notice of Need for Leave

Eligible employees must provide the COMPANY with at least 48 hours advance notice of the need for leave, unless such notice is not practicable.

Certification of the Need for Leave

To request leave, the employee must supply **Human Resources** with a sworn statement from the employee that the employee or a family or household member is a victim of domestic violence, sexual violence, gender violence or any other crime of violence and that leave is necessary for one of the reasons described above.

The employee seeking leave also must provide supporting documentation from one of the following sources if the employee has possession of such document:

- **An employee, agent, or volunteer of a victim's services organization, an attorney, a member of the clergy, or a medical or other professional from which the employee or family or household member has sought assistance in addressing domestic violence, sexual violence, gender violence, or any other crime of violence and the effects of the violence;**
- **A police, court, or military record;**
- **A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or**
- **Other corroborating evidence.**

Employee Benefits

During an approved leave, the COMPANY will maintain the employee's health benefits as if the employee continued to be actively employed.

If paid time off is substituted for unpaid leave, the COMPANY will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction.

If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month.

If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the COMPANY for the cost of the health benefit premiums paid by the COMPANY for maintaining coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence or onset of domestic violence, sexual violence or gender violence or other circumstances beyond the employee's control.

Intermittent and Reduced Schedule Leave

Unpaid leave may be taken consecutively, intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours you work per work week or work day).

Periodic Reports

During a leave, the employee must provide periodic reports (at least every 30 days) regarding the employee's status and any change in the employee's plans on returning to work.

Enforcement and Retaliation

Employees will not be subject to discharge, harassment, or discrimination for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy or supporting the exercise of rights of another under this policy.

If employees have any questions regarding this policy, they should contact the Head of Human Resources and/or Human Resources.

SCHOOL VISITATION LEAVE

Parents and guardians having custody of schoolchildren from kindergarten through Grade 12 are provided up to eight (8) hours per year of unpaid time off (not to exceed four (4) hours in any single day) to attend school conferences or classroom activities related to the child if the conference or classroom activities cannot be scheduled during nonwork hours. COMPANY may require proof that the employee attended school conferences or classroom activities related to the child. Employees first must exhaust all accrued paid time off, then they may take unpaid time off for this purpose. However, employees will be given the opportunity to make up any lost work time. Seven (7) days' written notice (except in emergency situations when 24-hours' notice is sufficient) must be given to the supervisor or manager before taking any time off for school children. Employees must consult with COMPANY to schedule their leave so as not to unduly disrupt operations.

Commented [20]: 1.1.24 Newly Added Policy

BLOOD AND ORGAN DONATION LEAVE

Beginning January 1, 2024, eligible employees with up to one (1) hour of paid leave every 56 days to donate blood as per the enacted Employee Blood and Organ Donation Leave Act. In addition to benefits for donating blood, the Donation Act will give eligible employees up to 10 days of paid leave in any 12-month period to donate organs or tissue. Notably, employees are entitled to leave under the Donation Act only if they have been employed on a full-time basis for at least six months and have received approval from their employer to participate in blood, organ, or tissue donation.

Commented [21]: Policy added 1.1.24
Required of employers with 51 or more employees (the law does not specify whether these employees must be in Illinois or may be elsewhere)

Employees must request the leave in advance and medical documentation of the proposed organ or bone marrow donation is required for approval. Documentation should be submitted by the employee to his/her supervisor with as much advanced notification as possible and verification of donation and the length of leave needed may be required by COMPANY

Employees are not required to use accumulated PTO before being eligible for organ donor leave.

For employees on Blood and Organ Donor Leave who are also eligible for the Family and Medical Leave Act (FMLA) leave, Blood and Organ Donor Leave is not in addition to the 12-week FMLA entitlement when the reason for the leave also qualifies under FMLA. Blood and Organ Donor Leave will run concurrently for employees meeting the eligibility criteria for FMLA. An employee who may have exhausted all available leave under FMLA, would still be eligible for Blood and Organ Donor Leave if they meet the eligibility requirements and are approved.

BUSINESS EXPENSE REIMBURSEMENT

This policy establishes the procedures all employees must follow when they are required to incur business-related expenses on behalf of COMPANY.

Employees are expected to use good judgment regarding all expenses incurred while conducting business for COMPANY. Expenses must be reasonable in the circumstances, necessary and incidental to the performance of the business involved and for the primary benefit of COMPANY rather than the employee.

Expense Reporting

Employees must properly substantiate all business expenses submitted for reimbursement in accordance with this policy.

Employees are responsible for properly substantiating all charges incurred on behalf of the COMPANY. All expense reports should be submitted in a timely manner, no later than 30 calendar days from the date the expense was incurred. Expenses submitted more than 30 calendar days after being incurred may be denied for reimbursement, at the COMPANY's discretion.

Employees are expected to submit original receipts or other supporting documentation for all business expenses incurred on behalf of the COMPANY in accordance with this policy. However, if a receipt or other supporting documentation is missing, lost or nonexistent, employees should contact the employee's Supervisor to discuss whether reimbursement may still be available.

Reimbursement

There are limits on the types and amounts of expenses that will be reimbursed, as follows:

1. the COMPANY will not reimburse employees for any of the following types of expenses: stretch limousines, traffic tickets incurred while traveling on business and parking tickets incurred while traveling on business.
2. the COMPANY will not reimburse employees for any single expense of more than \$100. The COMPANY also will not reimburse employees for expenses that attempt to evade this

maximum amount, for example, where employees artificially split a single expense into two transactions so that both are under the limit.

3. the COMPANY will not reimburse employees for any expenses that are not required or that primarily benefit employees, rather than the COMPANY. This includes, but is not limited to, expenses employees incur by purchasing smartphones or other electronic devices that the employees own, voice or data plans on such devices, Internet service at employees' residence, other home-office equipment, or furniture, and like expenses. Even if items or services such as these are used for business purposes at times, employees are generally not required to purchase them in order to perform their job duties, and they are primarily for the employee's benefit rather than for the COMPANY's. Accordingly, expenses for items or services of this nature will not be reimbursed by the COMPANY.
4. any other expenses that, in the COMPANY's discretion, are unreasonable, extravagant, or not business-related, will not be reimbursed by the COMPANY.

Expenses that violate any of the four guidelines above will not be reimbursed unless the employee received approval from the employee's Supervisor, in writing, prior to incurring the expense.

The COMPANY assumes no responsibility to reimburse employees for expenses that are not in compliance with this policy.