

Rock Valley College

Illinois Paid Leave for All Workers Act (PLAWA)

RVC Administrative Procedure (3:30.040)

Overview: Illinois Paid Leave for All Workers Act – PA 102-1143

On January 1, 2024, the Paid Leave for All Workers Act will take effect in Illinois. This Act will require Illinois employers to provide each of their employees, including part-time employees and domestic workers, up to 40 hours of paid leave for every 12-month period. Such employees will accrue one hour of paid leave for every 40 hours worked. The Act requires paid leave for all employees, with the exception of employees who come within the definition of “employee” under the federal Railroad Unemployment Insurance Act, school district or park district employees, college or university students providing temporary services for their college or university, short-term employees of institutions of higher education, and construction, delivery, pickup, transportation and state agency employees who are working under a bona fide collective bargaining agreement.

PA 102-1143 is not applicable to any employee covered by a current collective bargaining agreement (CBA).

Per Rock Valley College Board Policy 3:40.040 Temporary Employees, the College may hire a worker for a defined period of time not to exceed 180 days. Such employees will be classified as “Temporary Employees”. PA 102-1143 does not apply to employees who provide temporary services and work less than two (2) scheduled quarters with no reasonable expectation of continued work. Therefore, PA 102-1143 is also not applicable to employees that are classified as “Temporary Employees”.

Except for leaves or time off that qualify and are elected under this Illinois Paid Leave Procedure, employees are required to provide advanced notice of leave, and other leaves of absence as set forth in the Employee Handbook. For such other leaves, the College may also require a reason and documentation of the need for an absence, or leave of absence. For notice and other requirements under the Illinois Paid Leave Procedure, please see below.

Part 1: Eligibility

All Rock Valley College employees are eligible for Illinois Paid Leave. However, employees covered by a current Collective Bargaining Agreement (CBA) that is in effect as of January 1, 2024 are grandfathered and are not eligible. As of January 1, 2024, this includes the following groups at Rock Valley College:

- Support Staff Association (SSA)
- Illinois Fraternal Order of Police (FOP)
- Rock Valley College Faculty Association (FAC)

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After the term of the CBA has ended, PLAWA will apply to union members unless the Union and College agree to an exception to PLAWA as a condition expressly outlined in the subsequent CBA.

Employees classified as “Temporary Employees” under Board Policy 3:40.040 are not eligible to receive Illinois Paid Leave benefits.

Part 2: 12-Month Period:

The Illinois Paid Leave for All Workers benefit will be based on a “12-Month” Period, which is the calendar year, January 1-December 31.

Part 3: Leave Benefit:

Employees with regular work schedules of at least 1,600 hours worked in the calendar year will receive 40 hours of Illinois Paid Leave.

Employees with regular work schedules of fewer than 1,600 hours worked in the calendar year receive fewer paid leave hours pro rata based on a 40-hour maximum paid leave benefit per calendar year.

Part 4: Leave Accruals:

Eligible Full Time Employees will accrue 1.67 hours of leave per pay period worked under the Illinois Paid Leave for All Workers Act. Illinois Paid Leave beyond 40 hours (5 days) will be converted to Sick Leave. The Illinois Paid Leave that has been converted to Sick Leave cannot be included when reporting sick hours to SURS. “SNON” (Sick-Non-SURS) code will be applied which represents the non-reportable time accrued as a rollover from Illinois Paid Leave for All Workers. When Payroll records Sick Leave hours, they will first deduct from the employee’s “SNON” (Sick-Non-SURS) leave code, then they will deduct as needed from the regular Sick Leave code.

Eligible Part Time (PT) and Continuous Part Time (CPT) Employees (Adult Ed Instructors, Hourly Clinical Instructors, and other PT Employees) will accrue at a rate of .025 per hour worked, capped at 40 hours annually. It can be taken for any reason, but adherence to the Illinois Paid Leave procedure is required. Illinois Paid Leave beyond 40 hours (5 days) will be converted sick time. The Illinois Paid Leave that has been converted to Sick Leave cannot be included when reporting sick leave to SURS. “SNON” (Sick-Non-SURS) code will be applied which represents the non-reportable time accrued as a rollover from Illinois Paid Leave for All Workers

Adjuncts (Part-Time Faculty) – The Illinois Paid Leave hours will be frontloaded for Adjuncts based on the number of contact hours taught during the semester. Adjuncts will be given credit of one hour earned upfront for every 40 hours, capped annually at 40 hours. Unused hours will be forfeited at the end of the calendar year.

Part 5: Scheduling Leave:

Requests for Illinois Paid Leave, if foreseeable, must be provided to the employee’s immediate supervisor allowing at least seven calendar days’ notice. If the need for

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leave is unforeseeable, requests for Illinois Paid Leave must be made as soon as practicable.

Notice of the need for leave must be provided to the immediate supervisor either orally and followed up in writing or in writing (including electronic means).

Illinois Paid Leave cannot be used during the first 90-days of employment. Illinois Paid Leave must be accrued before it can be used.

Employees may use no more than 40 hours of Illinois Paid Leave in the 12-month period.

In case of operational necessity, the College may deny an employee's request for leave. An "operational necessity" is more than a mere temporary inconvenience. An operational necessity is an occurrence involving a threat: to the physical plant of the premises and/or its equipment or property (e.g., flood, fire, recovery from a natural disaster, or the need for protection of property and equipment); to the health, safety, or well-being of co-workers, students, or college visitors due to significantly inadequate staffing; or the ability to engage in ongoing operations of the College, a division, or department due to significantly inadequate staffing. Exceptions may be made for employee leave requests due to illness, injury, family emergency, or similar reasons.

Part 6: Reason for Leave:

Illinois Paid Leave may be taken for any reason of the employee's choosing. The College will not require employees to provide a reason for such leave, or documentation or certification as proof of, or in support of the need for Illinois Paid Leave. In order to properly track Illinois Paid Leave, however, the College may ask you if you are using Illinois Paid Leave to cover an absence.

You may request to use other types of leave provided by the College before using Illinois Paid Leave. For absences other than Illinois Paid Leave, the College may require advance approval, a reason for the requested leave, or other documentation to comply with other leave procedures.

Part 7: Other Requirements:

- Illinois Paid Leave balances are not paid out upon termination of employment;
- Illinois Paid Leave is paid at an employee's hourly rate of pay, or the hourly equivalent for salaried employees; and
- Illinois Paid Leave must be used in a minimum increment of two hours per day.

Implemented: December 13, 2023

Effective: January 1, 2024