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November 14, 2023

**TO: RAILS Board Policy Committee**

**FROM: Monica Harris, Executive Director**

**SUBJECT: DRAFT Paid Leave For All Workers (formerly Personal Leave)**

On Monday (Nov 6) at the ILA Public Policy Committee meeting, Derek Blaida mentioned that after much discussion in the legislature the [Paid Leave for All Workers Act](#) (PLAW) was not adding additional exemptions for local government, despite there being strong support from the Illinois Municipal League and others. Now that the most recent Illinois legislative session is over, we are certain that RAILS (like other libraries) will need to be compliant with PLAW on January 1, 2024.

After consult with HR Source, the way for us to be compliant with the least financial impact to RAILS is to adjust our Personal Leave policy into a Paid Leave for All Workers policy. I've attached a draft policy with that change to my email here.

In brief, the changes are:

*-Full time employees will receive 40 hours of time (as opposed to 37.5) on January 1*

*-Part time employees will receive 40 hours of time on an accrual basis as detailed in the draft policy (as opposed to a prorated system for part time employees working 20 hours or more)*

*-We request ("should") that employees notify their supervisor prior to the day of absence as opposed to requiring it ("must")*

*-Approval is no longer dependent on the advance approval of the supervisor*

This draft policy will also be emailed to the full RAILS Board in advance of the November Board meeting on November 17. As part of the RAILS Report, I will mention the draft and suggest the following approach: This draft comes to the Policy committee for their next meeting (November 20). Leave benefits on January 1 will be issued to be in compliance with the law (and the draft policy), and the Board can vote on the policy (after its been reviewed and moved forward by the Policy Committee) at the January 26 meeting. Regardless of the vote on the policy, we do need to be in compliance with PLAW on January 1. The discussion with the Board on November 17 will guide our timeline for policy approval.

Legal is currently reviewing the draft changes and we hope to have any potential legal revisions to share with you at the November 20 meeting.

## ~~DRAFT PERSONAL PAID LEAVE FOR ALL WORKERS~~

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### Eligibility

Personal leave is provided to all ~~regular~~ full-time employees and ~~regular~~ part-time employees ~~who work at least 20 hours per week on a consistent basis.~~

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For record-keeping purposes, RAILS will issue ~~full time~~ employees' personal leave up front on January 1 of every calendar year. ~~Part time employees will receive personal leave on an accrual basis as detailed below.~~ Personal leave allotment begins upon hire ~~or transfer into an eligible position,~~ as noted above. Personal leave is prorated for new hires based on start date.

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**Allotment Rate** January 1 Distribution of ~~Total~~ Annual Personal Leave

### Status

~~Full-time~~ ~~40~~ ~~37.50~~ hours / ~~5.3300~~ days

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~~RAILS will award paid leave annually at the beginning of each calendar year (January 1).~~

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~~Part-time~~ ~~Part-time employees who are scheduled to work at least 20 hours per week~~ ~~personal time hours~~ are eligible for prorated personal leave. ~~For example, an employee who works 22.5 hours per week is eligible for 22.5 hours of personal leave (22.5/37.5\* 37.5)~~ RAILS will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees ~~start accruing one hour of paid leave time for every 40 hours worked. Once the individual employee reaches 40 hours of paid leave time, the employee will stop accruing during that calendar year.~~

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~~Paid personal days must be taken by the end of the calendar year in which they are received or they will be lost.~~

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The paid personal day benefit is subject to the following additional rules:

1. To receive payment for personal leave, an employee ~~should~~ ~~must~~ notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
2. ~~Although paid personal days may be scheduled for use the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling is dependent upon the advance approval of the supervisor.~~ Consideration will be given to whether or not the hours can be covered by other staff members.
3. Personal leave will not be paid out upon termination.

~~Hours per week are based on the employee's offer letter or employee change letter.~~