**Illinois Paid Leave for All Workers Policy**

Effective January 1, 2024, the Paid leave for All Workers Act will take effect in Illinois. Employees will begin earning paid leave as described below:

Beginning January 1, 2024, or when employment begins, whichever is later.

Employees will accrue one hour of paid leave for every 40 hours worked up to a maximum of 40 hours.

Employees may take up to 40 hours paid leave in a calendar year.

The 12-month accrual period will be based on a calendar year and will reset every January 1.

Employees are entitled to begin using paid leave 90 days after hire date or 90 days after January 1, 2024, whichever is later.

Employees may rollover unused leave at the end of the calendar year, up to 80 hours. However, they may only use a maximum of 40 hours every calendar year.

Leave must be used in at least 2-hour increments.

If the use of paid leave is foreseeable, an employee is required to provide seven (7) calendar days’ notice before the leave is to begin.

If paid leave is not foreseeable, the employee shall provide such notice as soon as practicable after the employee is aware of the necessity of the leave.

Upon employee’s termination or separation for any reason, unused paid leave will not be paid out.

If there is a separation from employment and an employee is rehired within 12 months, previously accrued paid leave that had not been used by the employee will be reinstated.