

PAID LEAVE AND PAID SICK LEAVE

EMPLOYER CHECKLISTS

These checklists support compliance with the City of Chicago Paid Leave and Paid Sick and Safe Leave Ordinance; it is not all inclusive. These checklists are **NOT LEGAL ADVICE**.

NOTICE REQUIREMENT

- Post in a conspicuous place in my business
- Provide to new employees prior to start date or on start date
- Provide an updated copy of the Notice to Covered Employees every July 1st
- Do I need a Notice in a language other than English?

PAID LEAVE AND PAID SICK LEAVE POLICY

- Policy provided in writing
- Define Benefit-Year
- Calculation method(s) and who they apply to
- Rate of accrual or hours being frontloaded
- Notification requirements (how is time requested)
- Pre-approval conditions
- Disapproval conditions
- Available in the Covered Employee's main language

WRITTEN NOTIFICATION OF AVAILABLE LEAVE (BOTH PL AND PSL)

- Accrued Leave since the last notification
- Accrued Leave since the last notification
- Available Leave to be used

PAID LEAVE AND PAID SICK LEAVE CALCULATION METHOD

- Paid Leave Accrual
- Paid Leave Frontloading
- Paid Sick Leave Accrual
- Paid Sick Leave Frontloading
- Unlimited PTO

RECORD KEEPING REQUIREMENTS

- Covered Employee contact information (mailing address, phone number, e-mail)
- Start date; and termination date if applicable
- Job classification (full-time, part-time, seasonal) and title/s
- Hours worked
- Rates of pay
- Paid Leave and Paid Sick Leave hours earned and used
- Requests by a Covered Employee to use Paid Leave and/or Paid Sick Leave
- Remaining Paid Leave and/or Paid Sick Leave balances

