



Chicago Paid Sick Leave Ordinance

FAQs

What is the Chicago Paid Sick Leave Ordinance?

The [Chicago Paid Sick Leave \(PSL\) Ordinance](#), requires employers in Chicago to grant “Covered Employees” (as defined in the PSL Ordinance) at least one hour of paid sick leave for every forty hours worked. The PSL Ordinance also permits employees to use sick leave for illnesses or medical appointments for themselves or family members, including anyone related by blood or those whose relationship with the employee is “the equivalent” of a family relationship.

When does the Chicago Paid Sick Leave Ordinance go into effect?

The Ordinance become effective on July 1, 2017. Affected employees will begin accruing sick leave time as of that date.

How are different groups of employees at Loyola impacted by the Ordinance?

Employee Group	Impact of Chicago Paid Sick Leave Ordinance
Full-time and part-time benefits eligible staff (.50 FTE or greater)	No change; current sick leave policy remains in effect.
Full-time faculty	No change
Part-time hourly staff less than .50/.53 FTE Temporary, Seasonal & Active Casual hourly staff Hourly Paid Student Workers	Effective July 1, 2017, eligible for new sick leave accrual at the rate of 1 hours of paid sick leave for every 40 hours worked, with a maximum of 40 accrued hours within a 12 month period.

How much PSL will employees accrue?

Hourly-paid non-benefits-eligible staff employees, temporary employees, active casual/seasonal employees and student workers will accrue one hour of PSL for every 40 hours actually worked.

For what purposes / reasons can paid sick leave be used?

Paid sick leave can be used for the illness or injury of the employee, to care for the illness or injury of a family member. In addition, the City of Chicago Paid Sick Leave Ordinance specifies, that paid sick leave can also be used if the employee or family member is the victim of domestic violence or a sex offense, if the employee’s place of business is closed by order of a public official due to a public health emergency, or if the employee needs to care for a child whose

school or place of care has been closed by order of a public official due to a public health emergency.

Note: No more than half an employee's annual sick time accruals can be used for matters concerning family members, as listed in the paragraph above. Notification to the department supervisor should be provided as soon as possible when paid sick leave is to be used.

Who qualifies as a family member?

- Spouse or domestic partner
- Spouse or domestic partner's parent
- Child (biological, adopted, step or foster, or a child to whom the employee stands in loco parentis, legal guardian or ward)
- Sibling
- Parent (including biological, foster, adoptive or legal guardian, step, or a person who stood in loco parentis when the employee was a minor)
- Grandparent
- Grandchild
- Mother-in-law
- Father-in-law
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

What is the maximum amount of paid sick leave an employee can accrue in a calendar year?

Paid sick leave accrual hours are capped at 40 hours per 12-month period. At the end of a 12-month accrual period, employees are allowed to carry over up to half of unused paid sick leave (a maximum of 20 hours). The maximum sick leave bank to be carried by an employee in a calendar year is limited to 60 hours. Employees who have a maximum of 60 hours in their "bank" would not be able to carry over any additional unused time at the end of a calendar year.

Can unused paid sick leave be carried over from year to year?

Yes, for those impacted by the Chicago Sick Leave Ordinance, a maximum of 20 hours of unused paid sick leave can be carried over into a new calendar year.

In what increments can sick time be used?

Sick time can be used in hourly increments, with a maximum of 19.5 hours in a week. It is suggested that Managers do not allow employees to "make-up" missed sick time.

How is paid sick leave recorded?

Sick leave should be recorded on your KRONOS timecard. In KRONOS select "Sick Pay" from the pay code drop-down menu, and enter the total number of sick hours used for a given day in the amount field.

- Kronos Documentation & Tutorials can be accessed [here](#).

How much paid sick time can be used in a calendar year?

Employees may use a maximum of 60 hours of paid sick leave in a calendar year. The 60 hours includes any time carried over from the previous calendar year and any time accrued during the current year.

How much advance notice must an employee provide before using paid sick time?

Employees are responsible for following their department's sick leave rules, including rules about calling in sick. When the need is foreseeable, the employee should notify their unit no later than one hour in advance of their scheduled shift.

When can paid sick time be taken?

Employees can begin using paid sick time in any increment once it is accrued. New hires are not eligible to use sick leave until after they have completed their first ninety (90) days of employment.

Does sick time taken during the week count towards overtime?

No.

Can employees impacted by the Chicago PSL borrow sick time, or receive an advance of paid sick time, that has not yet been accrued?

No. Employees cannot use more paid sick leave than the amount that has been accrued.

Is Sick Leave Paid Out Upon Termination?

No. Sick leave is not paid out upon termination.

How will employees impacted by the City of Chicago Sick Leave Ordinance be notified of their eligibility for paid sick time?

- Employers must give each worker notice of their rights under the ordinance with their first paycheck, once the ordinance takes effect.
- Notices were posted in visible areas across the university during the first week of July
- Paid Sick Leave information was published in the July HR e-Newsletter and online at: <http://www.luc.edu/hr/legal-notices/> and <http://www.luc.edu/hr/policies/sick-leave/newchicagopaysickleaveordinance-july12017/>

Where can I view my available sick accruals?

Accruals will appear on your [KRONOS TIMECARD](#) as well as in your [Employee Self-Service](#) account within the *Leave Balances* section.

Will sick leave accruals be earned on multiple positions?

Employees with multiple positions will accrue paid sick leave for all hourly positions. There is one combined accrual, and the employee will be able to use accrued sick leave in any hourly position.

What if an employee holds an hourly and a stipend position?

The employee will only accrue and use paid sick leave for the hourly position

Does an employee's accrued sick time carry over if he/she gets a new job?

Employees who have been terminated retain their accrued sick leave from their previous position(s) only if they are rehired within the same calendar year. Employees who transfer to another position with no break in service retain their accrued sick leave.

How does paid sick leave work with the attendance policy?

Excessive absenteeism, or patterns of calling off, may result in disciplinary action up to and including termination. Any sick leave beyond three consecutive work days will be considered an extended medical leave of absence. It is the responsibility of the employee to notify their supervisor in a timely manner when an illness occurs as set by department procedure and to contact [Matrix Absence Management](#) to report serious illnesses which occur for more than three days.

What happens if I use paid sick leave for purposes other than described by the PSL ordinance?

Supervisors may take disciplinary action, up to and including termination of employment against employees who use paid sick leave for purposes other than described in the ordinance.

Can my supervisor ask for a doctor's note if I am sick?

If an employee is absent for more than three consecutive work days, employers may require documentation for the use of paid sick leave. Employers cannot require that the documentation specify the nature of injury, illness, or condition. Employers cannot deny paid sick leave or delay wages due to not yet receiving documentation.