

Cook County, IL Earned Sick Leave^{*} (Part-Time Employees)

Earned Sick Leave Eligibility	Effective July 1, 2017, all part-time employees in Cook County, IL, (ILC002, 007, 009, 013, 021, 022, 024, 031, 032) are eligible for Earned Sick Leave. The accrual and use of Earned Sick Leave is known in our Company systems as Paid Sick Leave or PSL .
Accruing PSL	Part-time employees begin to accrue PSL on the first calendar day after the start of their employment or July 1, 2017, whichever is later. Employees will accrue one hour of PSL for every 40 hours worked, up to a limit of 40 accrued hours.
Using PSL	<p>Time off may be taken in one-hour increments. Usage of PSL is capped at 40 hours per calendar year.</p> <p>Employees may use paid sick leave for the following reasons:</p> <ul style="list-style-type: none">• Their own illness, injuries, or medical care (including preventive care).• The illness, injuries, or medical care of certain covered family members. Family member is defined broadly to include a child, legal guardian, or ward, spouse under the laws of any state, domestic partner, parent, parent of a spouse or domestic partner, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. Family member also includes step and foster relationships.• If either the employee or a family member is a victim of domestic violence or a sex offense.• If their place of business or the child care facility or school of their child has been closed by an order of a public official due to a public health emergency.
PSL Carryover	Part-time employees may carry over up to 60 hours of unused PSL from one calendar year to the next.
Contact	Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

^{*} The Company reserves the right at any time, to amend, modify, change, suspend, cancel or terminate this policy, in whole or in part.