

Ordinance 24-09

Illinois Paid Leave for All Workers Act Policy (PLAWA)

In accordance with 820 ILCS192/1

Beginning January 1, 2024, or the first day of employment (whichever is later) and each January 1 thereafter, employees begin accruing PTO at the rate of 1 hour per every 40 hours worked (including overtime hours worked), subject to a maximum of 40 hours of PTO in a 12-month period.

Waiting Period for New Employees. New employees may not use PTO until 90 calendar days following their 1st day of employment.

Reasons for PLAWA Leave. PTO may be taken for any reason and employees need not disclose the reason or any supporting documentation for eligibility.

Procedure. Employees who intend to take PTO must notify their supervisor at least seven days in advance where the leave is foreseeable or as soon as possible if the leave is not foreseeable. Approval of PTO requests shall be based on the operational needs of the Township. The Township may decline the PTO request if granting the request during a particular time period would significantly impact operations.

Cash Out. Employee may alternatively opt for lump sum payment of all accrued PTO at the end of the current calendar year. Payment may be issued in Dec or Jan according to employee's preference (Dec 16- 31 will be paid at Jan meeting)

Carry-over of accrued hours. Employees may carry over up to 40 hours of earned but unused PTO to the subsequent 12-month period.

Limitation on hours used. Employees are limited to the use of 40 hours of PTO each calendar year.

Documentation. All requests for usage, cash out, carry over and denials shall be in writing and signed by both employee and employer

Upon separation from employment, employees will not be paid for unused PTO. Should an employee return to employment within 12 months of separation, any unused PTO will be returned to the employee's bank and made available for immediate use.

The Township will maintain for not less than 3 years a record of each employee's hours worked, the total PTO earned based on hours worked, the PTO used, requests for PTO, written denials, and the remaining balance of PTO upon an employee's separation.

PASSED THIS 17th day of December, 2024

CERTIFIED by


Steve Gengler, Supervisor

ATTESTED by


Steve Grebrier, Clerk