



## PAID LEAVE FOR ALL ACT PROCEDURE

**Policy Number: 4.3101**  
**Subject Area: Personnel**  
**Adopted: 11/13/2024**  
**Revised: 11/13/2024**

The Illinois Paid Leave for All Workers Act (PLFAWA), known from this point forward in the document and within Kaskaskia College as ILPA, allows employees to utilize leave for any purpose or reason without providing documentation or certification to the employer as proof or support of the leave. ILPA time off is to be used in hourly increments. According to the act, eligible employees are entitled to up to 40 hours of paid leave during a 12-month period or a pro-rata number of hours of paid leave. ILPA accrual rate is one (1) hour of paid time off work for every forty (40) hours worked.

Employees are required to provide seven (7) calendar days' notice for use of ILPA leave. If leave is not foreseeable, an employee must provide the College with notice as soon as possible. The notice can be verbal or written with the expectation that the employee will complete a designated College written or electronic notification within a reasonable time of utilizing the leave. The College reserves the right to decline ILPA leave requests with respect to operational necessity which is determined by the department's supervisor.

Kaskaskia College employees are entitled to up to 40 hours (or a pro-rated amount based on hours worked) paid ILPA leave per fiscal year, front-loaded at the beginning of each fiscal year (July 1-June 30), specifically to complete personal business and comply with the act. Newly hired employees will have a 90-day waiting period before using ILPA time.

Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate. Short-term employees are defined as being employed for less than two (2) consecutive calendar quarters; and have no reasonable expectation they will be rehired by the same employer for the same service in a subsequent year. The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Therefore, any employee not expected to work 40 hours during the year would be excluded from the provisions of the Act. Student employees are excluded from ILPA. Employees who are subject to a current bona fide collective bargaining agreement are exempt from the Illinois Paid Leave for all Workers Act at this time.

Effective FY 24-25, 16 vacation hours were reallocated to ILPA leave. Employees classified in a regular full-time 40-hour-per-week, non-union, non-faculty position can utilize 40 hours of ILPA time off work or a pro-rata amount to coincide with the College's fiscal year for new employees.

Effective FY 24-25, employees classified in a regular 30 hours per week non-union, non-faculty position can utilize 40 hours of paid time off work or a pro-rata amount to coincide with the College's fiscal year for new employees. Personal leave will be renamed Illinois Paid Leave For All Workers Leave.

Effective FY 24-25, employees classified in a regular 20-hours-per-week, non-union, non-faculty position can utilize 26 hours of paid time off work or a pro-rata amount to coincide with the College's fiscal year for new employees. Employees in the regular 20 hours per week classification are only eligible for Illinois Paid Leave for All Workers Act Leave. Personal leave will be renamed Illinois Paid Leave for All Workers Leave.

Effective FY 24-25, employees classified in a regular 25-hour-per-week, non-union, non-faculty position can utilize 32.5 hours of paid time off work or a pro-rata amount to coincide with the College's fiscal year for new employees. Employees in the regular 25-hour-per-week classification are only eligible for ILPA leave. Personal leave will be renamed Illinois Paid Leave For All Workers Leave.

Illinois Paid Leave for All Workers Act leave hours must be used by the end of each fiscal year. Any unused Illinois Paid Leave for All Workers Act leave time at the end of each fiscal year is forfeited and not carried over to the next year. Unused ILPA time is not paid at the time of employment separation.

If an employee is rehired within a rolling 12-month period, the employee will be reinstated with any previously unused ILPA time.