



PAID LEAVE FOR ALL ACT - ADJUNCT FACULTY PROCEDURE

Policy Number: 4.3102
Subject Area: Personnel
Adopted: 06/16/2025
Revised: 06/16/2025

Overview

The Illinois Paid Leave for All Workers Act (PLFAWA), referred to as ILPA within Kaskaskia College, allows employees to take leave for any reason without needing to provide documentation or certification. This leave can be used in hourly increments.

Eligibility and Accrual

- **Leave Entitlement:** Eligible employees may take up to 40 hours of paid leave within a 12-month period (or a pro-rated amount based on hours worked).
- **Accrual Rate:** Employees earn 1 hour of paid leave for every 40 hours worked.
- **New Employees:** Newly hired employees must complete a 90-day waiting period before they can use ILPA leave.

Notice Requirements

- **Advance Notice:** Employees must provide 7 calendar days' notice before using ILPA leave.
- **Unforeseeable Leave:** If the leave is not foreseeable, employees should notify the College as soon as possible. Notice can be given verbally or in writing, but employees are expected to complete a designated written or electronic notification promptly after using the leave.
- **Operational Necessity:** The College reserves the right to deny ILPA leave requests based on operational needs, as determined by the department supervisor.

Exclusions

- **Short-term Employees:** Employees who are employed for less than two consecutive calendar quarters and do not have a reasonable expectation of rehire for the same service are excluded from this policy.
- **Student Employees:** Student employees are not eligible for ILPA.
- **Collective Bargaining Agreements:** Employees covered by a current collective bargaining agreement are exempt from the provisions of the Illinois Paid Leave for All Workers Act.

Usage and Forfeiture

- **Fiscal Year:** ILPA leave hours must be used by the end of each fiscal year (June 30). Any unused leave will be forfeited and will not carry over to the next fiscal year.
- **Separation from Employment:** Unused ILPA leave will not be compensated upon employment separation.

Adjunct Faculty Eligibility

Adjunct faculty will be eligible for ILPA time based on their total contact hours per semester

Faculty Documentation Requirement

Faculty members are required to complete the **Campus Closing/Class Cancellation/Mode of Delivery Change form** to document the strategies and methods for content makeup.