

Chicago Paid Sick Leave Law

In June of 2016, the City of Chicago passed an ordinance that will require Chicago employers to provide employees with paid sick leave. **The ordinance goes into effect on July 1, 2017.**

What do I need to know?

Who is covered:

- The law applies to **employers of all sizes** and any employee who works at least 80 hours within a 120 day period in the City of Chicago



Accrual and Limits:

- Employees begin accruing on the effective date of the ordinance or on their first day of work (whichever is later) but employers can limit use of paid sick leave until after the employee's 180th day of work
- Employees earn sick leave at a rate of one hour for every 40 hours worked after working with the company for at least six months
- Employers can limit accrual and use of paid sick leave to 40 hours over the course of one year
- Employees are allowed to carry over up to 20 hours of unused sick leave to the following year
 - Employers that are covered under the FMLA are required to allow employees to carry over up to 40 hours of unused sick leave (in addition to the 20 hours of accrued leave that is mentioned above) to be used exclusively for FMLA eligible purposes
 - If an employee takes FMLA leave, they can use 40 hours of accrued sick leave during the FMLA leave and then use an additional 20 hours of accrued time in the same 12 month period
- Employers with existing Paid Time Off policies do not have to provide additional sick leave as long as the current policy meets all of the requirements of the new ordinance
- Employers are not required to pay out unused sick leave when an employee leaves the company

Use of Paid Sick Leave:

Employees can use paid sick leave for the following reasons:

1. He or she is ill or injured, or for the purpose of receiving medical care, treatment, diagnosis, or preventive medical care
2. A member of his or her family is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventive medical care
3. He or she, or a member of his or her family, is the victim of domestic violence or a sex offense
4. His or her place of business is closed by order of a public official due to a public health emergency, or he or she 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



- Employers cannot require employees to find a replacement to work for them when they are using Paid Sick leave
- If an employee is absent for three or more consecutive workdays, the employer may require certification from a health care provider to prove that the Paid Sick leave was authorized

What steps should I take next?

Follow these quick steps to ensure you're ready for this new law:

Step 1: Begin reviewing your paid time off policies to determine what may need to change.

Step 2: Reach out to your HR Account Manager (if applicable) for assistance in drafting a new policy. Contact your StratEx Service Team for information on how the system can be utilized for tracking accruals.

Step 3: Keep an eye out for further clarification from us on the regulations (including the required poster and notice to employees).

Step 4: To read more details on this law from the City of Chicago, [click here](#).

We will keep you informed if anything changes or clarifies with the law. If you have any questions or concerns about implementing this law, please just let us know.