

Prairie Circle Unitarian Universalist Congregation [PCUUC] Paid Leave Policy for All Employees

Adopted by Board on June 11, 2024

This policy supersedes all previous PCUUC leave policies whether adopted, outlined in a hiring letter, or just used. Per the 1/1/2024 Illinois State Statute regarding Paid Leave for All Workers [820 ILCS 192] this policy applies to all PCUUC employees except contract workers.

I. Definitions

- A. Paid Leave - This leave can be used by the employee for any purpose as long as it is taken in accordance with this policy. It can be used for any reason of the employee's choosing and the employee is not required to provide any reason nor any documentation in support of the leave. The leave is paid at the employee's regular hourly rate. The employee will be granted a minimum of 40 hours of paid leave, or a pro rata number of hours, at the beginning of each fiscal year. All employees will be granted this leave and there is no minimum hours-worked/week requirement. This leave is granted for a 12-month period that matches the fiscal year, July 1 to June 30th.
- B. Holiday Pay - Paid Holiday Leave is a different category of leave that is provided only to employees whose position is budgeted for at least 15 hours/week of work throughout the year. If the employee must work the holiday then the employee must schedule an alternate paid day off within the same pay period containing the actual holiday. On the following holidays, these employees will receive prorated holiday pay:
 - 1. January New Year's Day
 - 2. May Memorial Day (Monday)
 - 3. July Independence Day
 - 4. September Labor Day
 - 5. November Thanksgiving
 - 6. December Christmas

II. Board Intentions

- A. The implementation of the 2024 State Statute will not cause employees who were granted leave under prior PCUUC leave policies to lose the leave time they would have had if they had continued their employment under prior policies. A tier system has been created to match the increases in leave made available to an employee based on the years of service.
- B. The State Statute went into effect on January 1st, 2024. Therefore, Paid Leave that would have been granted on January 1st 2024, or on the date of hire, will be carried over and can be used in the fiscal year 2024/25. Going forward, each employee will be granted a 12-month allotment of leave effective on the first day of the fiscal year, or prorated to the new hire date. New hires must wait 90 days prior to using paid leave.
- C. It is the intention of this leave policy to meet or exceed the requirements of the Illinois State Statute for Paid Leave for All Workers. Should any conflicting items be found, then the State Statute requirements supersede those conflicting items.

III. Leave Availability, Use and Notification Requirements

- A. IMMEDIATE AVAILABILITY. All employees, except new employees who have worked 90 days or less, are entitled to use the full amount of paid leave available. An allotment of paid leave will be made available on the first day of each fiscal year. A 90 day waiting period is imposed on new employees.
- B. SUBSTITUTE. An employee is not required to find a replacement worker to cover the hours during which the employee takes paid leave.
- C. PAY OUT. There is no financial or other payment to an employee upon the employee's termination, resignation, retirement, or other separation from employment for paid leave that has not been used.
- D. CARRY OVER AND EXCEPTIONS. There is no carry-over of the paid leave granted into the next fiscal year, unless the Board approves and issues an exception. Any unused leave is forfeited when the new fiscal year amount is granted. A Board-approved exception will not carry-over beyond the next fiscal year, but the new Board may approve another exception.
- E. ONE-HALF HOUR MINIMUM. The employee may decide how much leave to use, but will use it in increments of no less than a half-hour.
- F. NOTICE OF LEAVE USE. If the planned use is foreseeable, the employee shall provide verbal or written notice at least 7 calendar days prior to the use of the leave. Notice is to be given to the employee's assigned supervisor in addition to the Administrator and/or PCUUC President. If the paid leave is not foreseeable, then the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
While verbal notice is acceptable, the preferred notice procedure is to email the amount of planned paid leave time to be used and the start date to
 - 1. the employee's assigned supervisor
 - 2. the Administrator [office@prairiecircleuuc.org] and
 - 3. the PCUUC Board President [President@prairiecircleuuc.org]
- G. REINSTATEMENT OF EMPLOYMENT AND PAID LEAVE. If there is a separation from employment and the employee is rehired within 12 months of separation by the PCUUC, then previously granted paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use the paid leave at the commencement of employment following a separation from employment of 12 months or less.

IV. Paid Leave Amounts

The new State Statute requires a minimum of 40 hours paid leave to be granted to each employee, or a prorated amount, up to 40 hours of paid leave for a 12-month period. PCUUC prorates the leave amount based on the position's budgeted hours/week over the fiscal year.

- A. PRORATING. Paid Leave is only prorated to the number of months worked to the number of months left in the fiscal year for a new hire. The full amount of paid leave granted is available for use by the new hire after a 90-day wait period. After the first year of employment, no amounts are prorated based on the anniversary date. When the next fiscal year is reached, all employees are granted the leave based on the year of employment reached in that new fiscal year. For example, a new hire starts employment in FY1 and is granted a prorated amount of leave for that fiscal year and it will be available 90 days after the hire date. At the beginning of the next fiscal year, the new employee will be granted leave

appropriate for a 2nd year employee because the new hire will reach the second year during the new fiscal year.

- B. GRADUATING TIERS FOR YEARS WORKED. PCUUC has a tradition of rewarding long term employees with two weeks of leave at the fourth year of employment and three weeks of leave at the fifth year of employment. This policy follows a similar tier system but has introduced 1.5 weeks of leave for the second and third years of employment. Paid Leave is granted at the beginning of a new fiscal year, is based on the number of years worked, and is prorated to budgeted hours worked per week.

Tier 1: First and second years of employment: one week, or 40 hours for a full-time position. The following shows the number of paid leave hours which are granted for one week of leave in a full fiscal year and which is prorated for a new hire's first year.

40 hr/wk position	40 hours of paid leave
25 hr/wk position	25 hours of paid leave
20 hr/wk position	20 hours of paid leave
5.5 hr/wk position	5.5 hours of paid leave

Tier 2: Third year of employment: One and a half weeks, or 60 hours for a full-time position. The following shows the number of paid leave hours which are granted for 1.5 weeks of leave:

40 hr/wk position	60 hours of paid leave
25 hr/wk position	37.5 hours of paid leave
20 hr/wk position	30 hours of paid leave
5.5 hr/wk position	8.25 hours of paid leave

Tier 3: Fourth year of employment falls within the fiscal year: Two weeks, or 80 hours for a full time position. The following shows the number of paid leave hours which are granted for 2 weeks of leave in a full fiscal year:

40 hr/wk position	80 hours of paid leave
25 hr/wk position	50 hours of paid leave
20 hr/wk position	40 hours of paid leave
5.5 hr/wk position	11 hours of paid leave

Tier 4: Fifth year of employment falls within the fiscal year: Three weeks, or 120 hours for a full-time position. The following shows the number of paid leave hours which are granted for 3 weeks of leave:

40 hr/wk position	120 hours of paid leave
25 hr/wk position	75 hours of paid leave
20 hr/wk position	60 hours of paid leave
5.5 hr/wk position	16.5 hours of paid leave

V. Implementation as of 6/30/2024

The 2024 IL state statute became effective 1/1/2024, six months into the PCUUC fiscal year. Some exceptions to this leave policy will be implemented for this six month period:

- A. The amount of paid leave that should have been made available as of January 1, 2024, will be carried-over into the next fiscal year and will be available for use throughout the 2024/25 fiscal year.
- B. Paid Leave for the final six months of PCUUC's FY24 will be based on total hours worked as of the last paycheck in the 23/24 FY. That paycheck is the last to be paid at the 23/24 FY rate and will be issued as of 6/28. The pay period ends 6/22.
- C. Going forward, each position's fiscal year budgeted hours per week will be used to determine the quantity of paid leave to be granted at the beginning of that same fiscal year.
- D. Employees who had been granted Vacation Leave, and who had not had an opportunity to use it, will be granted the same number of hours of paid leave to use in FY 2024/25.

VI. PCUUC's Record Keeping and legal postings

PCUUC will preserve records documenting the following for each employee for a period of not less than three years.

- hours worked for the fiscal year,
- paid leave granted and taken
- remaining balance

At the beginning of each fiscal year, the prior year's information (listed above) will be provided to each employee along with the new amount of paid leave granted for the new fiscal year. PCUUC will post the Illinois Department of Labor's notices regarding Illinois employment acts, including 820 ILCS 192, the Paid Leave for All Workers Act, on the PCUUC website.

VII. Subsequent Changes

If the Board introduces changes that will affect the calculation of leave available, such as changes to the 12-month period, then PCUUC will provide each employee with documentation of

- the balance of hours worked
- paid leave granted and taken, and
- the remaining paid leave balance.