



PAID LEAVE FOR ALL WORKERS ACT (PLAWA)

1. The law entitles employees to earn 1 hour of paid leave for every 40 hours worked, up to 40 hours per year, to use for any reason.
2. If the employer already has a paid leave policy that provides at least 40 hours of paid leave to be used for any reason, then the employer does not have to modify the policy or provide additional leave.
3. Employees can take leave for any reason.
 - ◆ Documentation, like a doctor's note, is not required.
 - ◆ Employees can choose whether to use paid leave or any other leave provided by the employer.
 - ◆ An employer cannot require employees to use PLAWA time before any paid or unpaid time provided by the employer or State law, and vice versa.
4. Employees can request to use paid leave verbally or in writing. However, employers can have a reasonable policy that requires advance notice prior to taking paid leave.
5. An employer may deny an employee's request for paid leave due to operational necessity, but reasons for denial must be provided through a reasonable and clearly communicated written paid leave policy.
6. There are a few specific kinds of workers not covered* by PLAWA:

<ul style="list-style-type: none"> ○ Independent contractors, generally; ○ Certain railroad and airline employees; ○ Certain higher education employees; 	<ul style="list-style-type: none"> ○ Union construction and freight employees; ○ Park district and public school district employees.
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*Unless one of these exemptions is met, an employee is covered by PLAWA (regardless of full-time, part-time, seasonal, temporary, or on-call status)

7. If an employee is covered by a union collective bargaining agreement (CBA) that was in effect on 1/1/24, then the CBA controls and the employer does not need to provide PLAWA leave. It is not until the CBA expires that the union and the employer can negotiate over paid leave and whether PLAWA requirements will be waived.

8. Employees in Chicago or in suburban Cook County are likely covered by a local leave ordinance and not PLAWA.
 - ◆ Contact Chicago's Office of Labor Standards for questions about Chicago's Paid Sick Leave Ordinance (**312-744-5000**).
 - ◆ Contact Cook County's Commission on Human Rights for questions about Cook County's Paid Leave Ordinance (**312-603-1100**).
9. Employees begin accruing paid leave the first day of work, and employees can start using paid leave 90 days after the start date.
 - ◆ The 90-day waiting period only applies once during a worker's employment.
10. Employees must be paid at their hourly rate of pay when paid leave is taken.
 - ◆ Tipped or commission-earning employees must be paid at least the full minimum wage rate for paid leave taken. In Illinois, the 2024 minimum wage rate is \$14 per hour.
11. Retaliation is strictly prohibited under PLAWA.
12. Employees can file a complaint with the Illinois Department of Labor if the employer:
 - ◆ Didn't provide employees with paid leave time;
 - ◆ Denied an employee's request for paid leave;
 - ◆ Failed to maintain accurate records of paid leave balances;
 - ◆ Failed to post the public notice regarding PLAWA;
 - ◆ Retaliated against an employee for using or attempting to use PLAWA.



Scan QR code for more information on how to file a complaint and applicable exceptions to the law.

For a complete text of the law, visit our website at: www.labor.illinois.gov

For more information or to file a complaint, contact us at:

DOL.PaidLeave@illinois.gov

312-793-2600