

Earning and Using Sick Leave for Illinois employees

Valid Leave Reasons

An employee may take leave under Illinois Law:

Due to illness, injury, or medical appointments and can also use personal sick leave benefits for personal care of a covered family member, defined as child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, on the same terms as employees can use personal sick leave under the employer's policies, subject to limitations including an amount not less than the personal sick leave that would accrue during 6 months of the employee's then current rate of entitlement.

Accruing Sick Leave Time

An employee earns one (1) hour of sick leave for every forty (40) hours worked commencing upon his/her hire date during his/her first calendar year of employment as well as subsequent calendar years.

Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of forty (40) unused hours into the following calendar year.

Using Sick Leave Time

Paid sick leave may be used following the first ninety (90) days of employment and may use a maximum of forty (40) hours in any calendar year.

No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.