



REPORT TO TOWN BOARD

FROM: Andrew J. Quarnstrom, Township Supervisor

DATE: December 5th, 2023

SUBJECT: Paid Leave for All Workers, Resolution 2023-1202

A. Introduction: The purpose of this Resolution is to establish a requirement that the City of Champaign Township provide paid leave to its employees by formally adopting the Township's existing paid leave policies and amending the Personnel Policy Manual to establish prorated paid leave for part-time workers in compliance with the Paid Leave for All Workers Act.

B. Recommended Action: The Township Administration recommends approval of this Resolution.

C. Previous Town Board Action:

- The Town Board has previously approved the Township's Personnel Policy Manual which incorporates various leave provisions.

D. Background:

1. Passage of the Paid Leave for All Workers Act. On March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act (820 ILCS 192/1 *et seq.*) (the "Act"). This Act requires employers to provide a minimum of 40 hours of paid leave annually for all workers in Illinois, or a prorated amount for part-time employees.

2. The Act's Requirements. The Paid Leave for All Workers Act provides for a minimum of 40 hours of paid leave for every employee, or a prorated amount of paid leave for part-time employees. The Act allows employees to accrue one hour of paid leave for every 40 hours worked up to a minimum of 40 hours of paid leave. Said leave may be used by the employee for any reason. The effective date of the Act is January 1, 2024.

Employers who have a policy in place which provides at least 40 hours of paid leave per year (or a prorated amount for part-time employees) are not required to modify their policies if their policies offer employees the option to take the leave for any reason. 820 ILCS 192/20(b).

3. Current Township Benefits: Currently, the Township provides various leave benefits for all employees except for part-time employees. Under the existing Personnel Policy Manual, a new employee gets 12 days of sick leave per year starting on their date of hire and 5 days of vacation at 6 months. At the one-year mark and annually thereafter, employees receive

another 5 days of vacation leave, 12 days of sick leave, and 3 personal days. The number of paid leave hours available to an employee annually increases with length of employment (except sick leave). However, even a new full-time Township employee earns at least 160 hours of paid leave per year under existing policies, well in excess of the 40 hours required by the Act.

With the exception of the proposed amendments to the Personnel Policy Manual referenced below, staff recommends that the Town Board approve this Resolution to formally adopt the Township's current Personnel Policy Manual effective December 5, 2023.

4. Proposed Amendments to Personnel Policy Manual. There are two amendments that need to be made to the Township's Personnel Policy Manual to comply with the Act and ensure consistency between employee groups.

The first is that part-time employees must accrue leave prorated by the number of hours they work. Under the proposed amended Personnel Policy Manual, part-time employees will receive a pro-rated amount of vacation time which will begin to accrue on their date of hire.

In addition, the Act requires that at least 40 paid leave hours must be available for use for any reason. Under current Township policy, employees are not required to submit documentation to take vacation leave, and there are no restrictions on the reason an employee may choose to use vacation leave. However, new employees do not receive their 5 days of vacation for their first year until they reach six months of employment. In order to allow employees to take paid leave beginning at their date of hire, the new vacation accrual policy will state that full-time staff begin to accrue their 5 days of paid vacation leave beginning at their date of hire. Part-time employees will also accrue paid vacation leave beginning at date of hire and such leave will be prorated based on the employees' number of hours worked.

If the Town Board approves this Resolution, the effective date for the amendments will be December 5, 2023.

E. Alternatives

1. Approve Resolution 2023-1202, A Resolution Adopting and Amending the City of Champaign Township's Personnel Policy Manual, which would establish a requirement that the City of Champaign Township provide paid leave to its employees by formally adopting the Township's existing paid leave policies and amending the Personnel Policy Manual to establish prorated paid leave for part-time workers in compliance with the Paid Leave for All Workers Act.

2. Do not approve Resolution 2023-1202, A Resolution Adopting and Amending the City of Champaign Township's Personnel Policy Manual.

F. Discussion of Alternatives:

Alternative 1 would approve Resolution 2023-1202, A Resolution Adopting and Amending the City of Champaign Township's Personnel Policy Manual, which would establish a requirement that the City of Champaign Township provide paid leave to its employees by formally adopting

the Township's existing paid leave policies and amending the Personnel Policy Manual to establish prorated paid leave for part-time workers in compliance with the Paid Leave for All Workers Act.

a. Advantages

- Approving Resolution 2023-1202 would ensure the Township's compliance with The Paid Leave for All Workers Act.
- Approving Resolution 2023-1202 would re-affirm the Town Board's intention to provide paid leave benefits in excess of those required by the Act.
- Part-time employees will begin to accrue paid leave time, which makes the Township an attractive employer and promotes employee satisfaction.

b. Disadvantages

- No disadvantage to approving Resolution 2023-1202.

Alternative 2 Do not approve Resolution 2023-1202 and provide Township leadership with further direction.

a. Advantages

- None.

b. Disadvantages

- Not approving Resolution 2023-1202 and not taking further action prior to the Act's effective date would prevent the Township from being in compliance with the Paid Leave for All Workers Act.

G. Community Input: Input can be given during the public comment section of the meeting at which this item is considered.

H. Budget Impact: The passing of Resolution 2023-1202 has minimal overall cost to the Township, as the only additional benefit being proposed is prorated vacation time for part-time employees of the Township.

I. Staffing Impact: Approximately 2 hours of staff time were needed to write this report.

Prepared by:

Andrew Quarnstrom
Township Supervisor