4.16 Leave, Personal Days (Revised 2/25/25)

A. Each full-time college administrative, professional or classified employee is entitled to five (5) paid personal leave days per fiscal year, front loaded at the beginning of each fiscal year, specifically for the purpose of completing personal business and complying with the Illinois Paid Leave for All Workers Act. Regular part-time college administrative, professional or classified employees will receive a pro-rated amount based on their scheduled hours. Newly-hired employees will have a 90-day waiting period before using personal days.

B. Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate. Short-term employees are defined as being employed for less than 2 consecutive calendar quarters; and have no reasonable expectation that they will be rehired by the same employer for the same service in a subsequent year. The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked. Therefore, any employee not expected to work 40 hours during the year, would be excluded from accruing leave.

C. Each eligible part-time limited employee, those generally hired on limited term assignments, usually on a semester to semester basis, such as paraprofessionals and lab assistants, will receive an amount based on their scheduled hours, front loaded at the beginning of each assignment. Coaches and assistant coaches will be treated similarly.

D. Each eligible part-time instructor will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester.

E. Employees may use the time for any reason of their choosing in increments of at least one hour. Where foreseeable, employees should provide at least a 7 days notice. Otherwise, the leave request should be made as soon as possible.

F. Personal leave hours must be used by the end of each fiscal year. Any unused personal leave hours at the end of each fiscal year are not carried over. Unused hours are not paid at the time of termination.

G. If an employee is rehired within 12 months, they will be reinstated with any previously unused personal time.