

The background of the entire page is a solid blue color. Overlaid on this is a large, stylized graphic of a leafy branch. The branch and leaves are rendered in two shades of blue: a darker blue for the outlines and a lighter blue for the interior of the leaves. The leaves are elongated and pointed, arranged in a dense, overlapping pattern that fills the upper two-thirds of the page.

Employee Handbook Proposed Revisions

Revisions

- Expansion of Safe Leave under Public Act 24-5
- Additional section regarding reporting any ethical or legal concerns to CEO or Chairperson of Board
- Better definition of work schedules and attendance policies
- Adding clarity to accruals of Vacation/Sick Time/Personal Time
- Strengthening language regarding the Equal Employment Opportunity and Affirmative Action policies (e.g. CROWN Act, “status as a veteran”, “domestic violence”)
- Updating outdated references (e.g. rules prior to 12/31/2021, cite to the statute rather than the Public Act, adding Juneteenth as holiday)
- Consistent voice and use of terms