

A decorative background featuring a stylized, repeating pattern of leaves and branches in various shades of blue. The pattern is dense and covers the entire page.

Employee Handbook Proposed Revisions

Revisions

- Expansion of Safe Leave under Public Act 24-5
- Additional language 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- Updating outdated references (e.g. rules prior to 12/31/2021, cite to the statute rather than the Public Act, adding Juneteenth as holiday)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