

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

Initial 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- Updating outdated references (e.g. rules prior to 12/31/2021, cite to the statute rather than the Public Act, adding Juneteenth as holiday)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

Revisions following Comment Period

Substantive

- Added language to match the State's method of complying with new Paid Sick Leave laws (§31-57r) – 3 days of Personal Leave, 2 days of Sick Family Leave
- Expanded use of Sick Family from five to ten days per year, to align with State policy
- Allow regular work schedule outside of core hours if approved by CEO
- Flextime:
 - Absences of less than 60 minutes do not need prior approval, so long as the supervisor is notified
 - Regular use of flextime can lead to a change to the regular work schedule
- Vacation Time/Comp Time notification – advanced notice at least twice as long as the expected absence (e.g. if out for one day, then notice must be provided two days before the absence)
- Recurrent Occasions – if have an unscheduled absence, then RTW briefly, but have another absence for the same reason, not a separate Occasion

Cosmetic

- Updated Table of Contents
- Additional changes to provide consistent voice and use of terms (e.g. “you” vs. “employees”)
- Updated references to all electronic equipment that must be returned upon cessation of employment
- Added notice periods for absences with specific rules (e.g. military leave, FMLA)