

**THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN  
THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES**

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## **ILLINOIS SUPPLEMENT**

### **I. DISCRIMINATION AND SEXUAL HARASSMENT (ADDENDUM TO ANTI-DISCRIMINATION, NON-HARASSMENT & RETALIATION PREVENTION AND REASONABLE ACCOMMODATION POLICIES) (FOR EMPLOYEES OUTSIDE CHICAGO)**

In compliance with the Illinois Human Rights Act ("Act"), all employees have the right to be free from unlawful discrimination or sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

Employees also have the right to reasonable workplace accommodations based on pregnancy and disability. This means employees can ask for reasonable changes to their job if needed because they are pregnant or disabled.

It is also unlawful for employers to treat people differently or otherwise retaliate against an employee because they have reported discrimination or sexual harassment, participated in an investigation, or helped others exercise their right to complain about discrimination or sexual harassment.

Aside from the internal complaint process at the Company, employees may choose to file a charge of discrimination or sexual harassment under the Act with the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by completing the form at [www.illinois.gov/dhr](http://www.illinois.gov/dhr) or by contacting the IDHR at [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov), or either of these offices:

Chicago Office  
555 W. Monroe St., 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)

Springfield Office  
535 W. Jefferson Street, 1st Floor  
Springfield, IL 62702  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Employees also can contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

## II. PREGNANCY ACCOMMODATIONS

In compliance with Illinois law, the Company will not discriminate against an employee because of pregnancy, will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, or medical or common conditions related to the pregnancy or childbirth, and will endeavor to provide a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of the Company's business. Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed, including but not limited to more frequent or longer bathroom, water intake, or rest breaks; private non-bathroom space for expressing breast milk and breastfeeding; seating accommodations or acquisition or modification of equipment; assistance with manual labor, light duty, or a temporary transfer to a less strenuous or non-hazardous position; job restructuring or a part-time or modified work schedule; appropriate adjustment or modifications of examinations or training materials; assignment to a vacant position; or providing leave to recover from childbirth or pregnancy.

The Company will not require an employee to accept an accommodation that the employee did not request or to which the employee did not agree, nor will the Company force an employee to take leave if another reasonable accommodation is available.

The Company may require certification from the employee's health care provider concerning the employee's need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability, to the extent permitted by applicable law. Where required, a certification should include: (1) medical justification for the requested accommodation(s); (2) a description of the reasonable accommodation(s) medically advisable; (3) the date the accommodation(s) became advisable; and (4) the probable duration of the reasonable accommodation(s).

The Company will not deny employment opportunities or take adverse employment action against employees if such decision is based on the employer's need to make a reasonable accommodation, and the Company will not retaliate against an employee who requests an accommodation or otherwise exercises the employee's rights under the Illinois Human Rights Act.

The Illinois Human Rights Act is enforced by the Illinois Department of Human Rights ("IDHR"). The charge process for violations of the law can be initiated by completing the form at <http://www.illinois.gov/dhr> or by contacting the IDHR at [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov), or any of these offices:

Chicago Office  
555 W. Monroe St., 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
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(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Human Resources.

### III. ILLINOIS PAID LEAVE

**Eligibility.** The Company provides paid leave to employees who work in Illinois pursuant to the Illinois Paid Leave for All Workers Act (the "Act"). This policy does not apply to employees who work in Chicago for the Company for at least 80 hours within a 120-day period or employees who work in Cook County except for employees working in areas of Cook County that have "opted-out" of complying with the Cook County Paid Leave Ordinance. For covered employees who work in Illinois who are eligible for paid leave under the general Paid Sick Leave policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Leave policy.

**Accrual.** Employees begin to accrue paid leave pursuant to this policy at the start of employment. Employees accrue paid leave at a rate of one (1) hour for every forty (40) hours worked, up to a maximum accrual of forty (40) hours each year. Exempt employees shall be deemed to work forty (40) hours in each workweek unless their regular workweek is less than 40 hours, in which case paid leave accrues based on that regular workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

**Usage.** An employee may not use more than forty (40) hours of accrued paid leave in any year. An employee may begin to use accrued paid leave 90 days following commencement of the employee's employment. Paid sick leave may be used in 1-minute increments for non-exempt employees and in a minimum increment of 2-hours for exempt employees except if an exempt employee's scheduled workday is less than 2 hours, the employee's scheduled workday will be used to determine the amount of paid leave.

An employee may use paid leave for any reason. An employee is not required to provide an employer a reason for the leave. An employee may choose whether to use paid leave provided under this policy prior to using any other leave provided by the employer or under state law.

An employee's use of paid leave will not be conditioned upon searching for or finding a replacement worker to cover the hours during which the employee takes paid leave.

**Notice and Documentation.** Employees must make requests to use paid leave orally or in writing to their manager. If use of paid leave is foreseeable, the employee must provide 7 calendar days' notice before the date the leave is to begin. If use of paid leave is not foreseeable, the employee must provide such notice as soon as is practicable after the employee is aware of the necessity of the leave. An employee will not be required to provide documentation or certification as proof or in support of the leave.

**Payment.** Employees will receive payment for paid leave at their hourly rate of pay at the time the employee uses the paid leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of paid leave is not considered hours worked for

purposes of calculating overtime.

**Carryover & Payout.** An employee may carry over up to forty (40) hours of accrued, unused paid leave under this policy to the following year. Accrued but unused paid leave under this policy will not be paid at separation.

**Enforcement & Retaliation.** The Company will not threaten to take or take any adverse action against an employee because the employee exercises rights or attempts to exercise rights under this policy or the Act, opposes practices which the employee believes to be in violation of the Act, or supports the exercise of rights of another under the Act. Additionally, during any period an employee takes leave under the Act, the Company will maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. Nonetheless, the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any.

Employees with questions regarding this policy can contact Human Resources.



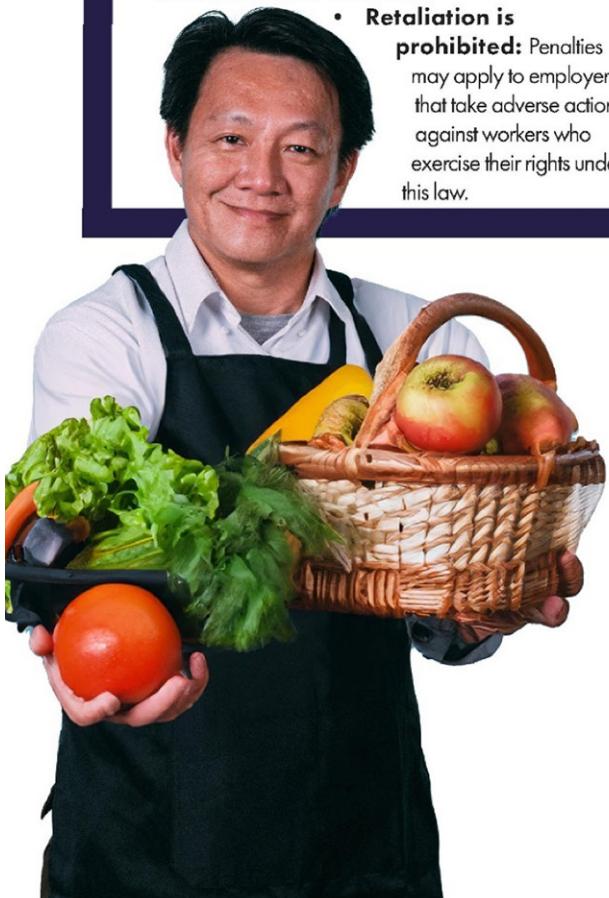
## PAID LEAVE FOR ALL WORKERS ACT NOTICE

**Employers must provide employees with up to 40 hours of paid leave for any reason.**

### Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



### Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

### Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

### Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at: [www.labor.illinois.gov](http://www.labor.illinois.gov)

For more information or to file a Complaint, contact us at:  
[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)  
312-793-2600

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**

## IV. COOK COUNTY PAID LEAVE

**Eligibility.** The Company provides paid leave to covered employees who work for the Company in Cook County. This policy does not apply to employees working in Chicago or areas of Cook County that have "opted-out" of complying with the Cook County Paid Leave Ordinance. To the extent employees covered under this policy are eligible for paid leave under the general Paid Sick Leave policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Leave policy.

**Accrual.** Employees begin to accrue paid leave pursuant to this policy at the start of employment. Employees accrue paid leave at a rate of one (1) hour for every forty (40) hours worked, up to a maximum accrual of forty (40) hours each year. Exempt employees shall be deemed to work forty (40) hours in each workweek unless their regular workweek is less than 40 hours, in which case paid leave accrues based on that regular workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

**Usage.** An employee may not use more than forty (40) hours of accrued paid leave in any year. An employee may begin to use accrued paid leave 90 days following commencement of the employee's employment. Paid sick leave may be used in 1-minute increments for non-exempt employees and in a minimum increment of 2-hours for exempt employees except if an exempt employee's scheduled workday is less than 2 hours, the employee's scheduled workday will be used to determine the amount of paid leave.

An employee may use paid leave for any reason. An employee is not required to provide an employer a reason for the leave. An employee may choose whether to use paid leave provided under this policy prior to using any other leave provided by the employer or under state law.

An employee's use of paid leave will not be conditioned upon searching for or finding a replacement worker to cover the hours during which the employee takes paid leave.

**Notice and Documentation.** Employees must make requests to use paid leave orally or in writing to their manager. If use of paid leave is foreseeable, the employee must provide 7 calendar days' notice before the date the leave is to begin. If use of paid leave is not foreseeable, the employee must provide such notice as soon as is practicable after the employee is aware of the necessity of the leave.

An employee will not be required to provide documentation or certification as proof or in support of the leave.

**Payment.** Employees will receive payment for paid leave at their hourly rate of pay at the time the employee uses the paid leave, unless otherwise required by applicable law, and no less than the applicable minimum wage. Use of paid leave is not considered hours worked for purposes of calculating overtime.

**Carryover & Payout.** An employee may carry over up to forty (40) hours of accrued, unused paid leave under this policy to the following year. Accrued but unused paid leave under this policy will not be paid at separation.

**Enforcement & Retaliation.** The Company prohibits retaliation against employees for requesting or using paid leave or for filing a claim with the Cook County Commission on Human Rights. Additionally, during any period an employee takes leave under the Ordinance, the Company will maintain coverage for the employee and any family member under any group health plan for the duration of such leave at no less than the level and conditions of coverage that would have been provided if the employee had not taken the leave. Nonetheless, the employee is still responsible for paying the employee's share of the cost of the health care coverage, if any. Employees who believe that their legal rights have been violated are encouraged to contact Human Resources. Employees may make a complaint with the Cook County Commission on Human Rights in person (69 W. Washington, 30th Floor, Chicago, IL 60602), by email ([human.rights@cookcountyl.gov](mailto:human.rights@cookcountyl.gov)), or by telephone (312-603-1100).

For additional information on this policy, please contact Human Resources.

Toni Preckwinkle, President  
Cook County Board of Commissioners  
Jennifer King, Director



69 W. Washington, Suite 1130  
Chicago, IL 60602

P: (312) 603-1100  
F: (312) 603-9988

human.rights@cookcountyl.gov

## Cook County Commission on Human Rights

### Cook County Paid Leave Ordinance NOTICE TO EMPLOYEES

**You are covered by the Cook County Paid Leave Ordinance (PLO) if:**

1. You work for an employer in Cook County; and/or
2. Your employer has a place of business in Cook County.

**You are entitled to:**

- Earn at least one (1) hour of paid leave for every 40 hours worked;
- Use paid leave for any reason; and
- Be paid for leave at your usual rate of pay.

**If you believe your employer has not issued the paid leave you are entitled to, or, has violated the Ordinance in another way, you can file a complaint with the Cook County Commission on Human Rights:**

- You may begin the complaint process by contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday, 9 a.m. to 4 p.m., by telephone or email.
- More information and forms for filing a Paid Leave complaint are available at [www.cookcountyl.gov/PaidLeave](http://www.cookcountyl.gov/PaidLeave)



*Effective Date 12/31/2023*

Visit [www.cookcountyl.gov/PaidLeave](http://www.cookcountyl.gov/PaidLeave) for more information.

## **V. LEAVE FOR DOMESTIC/SEXUAL/GENDER VIOLENCE OR OTHER CRIMES OF VIOLENCE**

In accordance with the Illinois Victims' Economic Security and Safety Act ("VESSA"), employees who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence, or who have family or household members who are the victims of domestic violence, sexual violence, gender violence or any other crime of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence or any other crime of violence, may be eligible for up to twelve (12) weeks of unpaid leave within any 12-month period, except an employee may be eligible for up to a cumulative total of not more than two (2) weeks (10 work days) of unpaid leave for the purposes described in reasons (6), (7) or (8) below which must be completed within 60 days after the date on which the employee receives notice of the death of the victim.

If an employee is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act as a result of the death of the victim, VESSA does not create a right for the employee to take unpaid bereavement leave that exceeds, or is in addition to, the unpaid bereavement leave the employee is entitled to take under the Family Bereavement Leave Act. If an employee is also entitled to take unpaid bereavement leave under the Family Bereavement Leave Act as a result of the death of the victim, leave taken under VESSA for the purposes described in reasons (6), (7) or (8) below or leave taken under the Family Bereavement Leave Act will be, in addition to, and will not diminish, the total amount of leave time of up to twelve (12) weeks of unpaid leave within any 12-month period.

If an employee is not entitled to unpaid bereavement leave under the Family Bereavement Leave Act as a result of the death of the victim, leave taken for the purposes described in reasons (6), (7) or (8) below will be deducted from, and is not in addition to, the total amount of leave time of up to twelve (12) weeks of unpaid leave within any 12-month period.

Leave runs concurrently with Family and Medical Leave and therefore does not extend any unpaid time available to the employee under Family and Medical Leave.

Employees may substitute available paid time off during unpaid leave taken under this policy, but this substitution does not extend the 12-week period.

**Reasons for Leave.** Eligible employees may take leave if they are, or if a family or household member is, experiencing an incident of domestic violence, sexual violence, gender violence or any other crime of violence, so that they or a member of their family or household may:

- 1) Seek medical attention for or recover from physical or psychological injuries caused by domestic violence, sexual violence, gender violence or any other crime of violence;
- 2) Obtain services from a victim's services organization;
- 3) Obtain psychological or other counseling;
- 4) Participate in safety planning, temporary or permanent relocation, or take other actions to increase their physical safety or economic security;
- 5) Seek legal assistance or remedies to ensure their health and safety, including preparing

- for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual violence, gender violence or any other crime of violence;
- 6) attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
- 7) make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- 8) grieve the death of a family or household member who is killed in a crime of violence.

For purposes of this policy, "family or household member" means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

**Notice and Certification of the Need for Leave.** Eligible employees must provide the Company with at least forty-eight (48) hours advance notice of the need for leave, unless such notice is not practicable. To request leave, an employee must provide a sworn statement indicating that the employee or a family or household member is a victim of domestic violence, sexual violence, gender violence or any other crime of violence and that leave is necessary for one of the reasons described above.

The employee seeking leave also must provide supporting documentation from one of the following sources if the employee has possession of such document: (1) an employee, agent, or volunteer of a victim's services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence, sexual violence, gender violence, or any other crime of violence and the effects of the violence; (2) a police, court or military record; (3) a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or (4) other corroborating evidence.

**Intermittent and Reduced Schedule Leave.** Unpaid leave may be taken consecutively, intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours worked per workweek or work day).

**Employee Benefits.** During an approved leave, the Company will maintain the employee's health benefits as if the employee continued to be actively employed. If paid time off is substituted for unpaid leave, the Company will deduct the employee's portion of the any applicable health plan premium as a regular payroll deduction. If the employee's leave is unpaid, the employee must make arrangements with Human Resources prior to taking leave to pay their portion of any applicable health insurance premiums each month. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the Company for the cost of the health benefit premiums paid by the Company

for maintaining coverage during the unpaid leave period, unless the employee cannot return to work because of continuation, recurrence, or onset of domestic violence, sexual violence, gender violence or other crime of violence or other circumstances beyond the employee's control.

**Periodic Reports.** During a leave, an employee must provide periodic reports (at least every thirty (30) days) regarding the employee's status and any change in the employee's plans on returning to work.

**Returning from Leave.** Upon returning from leave, employees will be restored to the same or an equivalent position.

Employees will not be subject to discharge, harassment, or discrimination for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.

For additional information on this leave, please contact Human Resources.

## **VI. FAMILY BEREAVEMENT LEAVE**

An employee who is eligible for leave under the federal Family and Medical Leave Act (FMLA) may take up to two (2) weeks (10 work days) of unpaid bereavement leave for any or all of the following purposes:

- 1) to attend the funeral or alternative to a funeral of the employee's family member,
- 2) to make arrangements necessitated by the death of the employee's family member,
- 3) to grieve the death of the employee's family member; or
- 4) to be absent from work due to:
  - a. a miscarriage;
  - b. an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
  - c. a failed adoption match or an adoption that is not finalized because it is contested by another party;
  - d. a failed surrogacy agreement;
  - e. a diagnosis that negatively impacts pregnancy or fertility; or
  - f. a stillbirth.

For purposes of this policy, "family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. "Child" includes an employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Leave under this policy is only available to employees who have not exhausted their FMLA leave entitlement at the time bereavement leave is requested. In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six (6) weeks of bereavement leave during the 12-month period.

Bereavement leave must be completed within sixty (60) days of the date on which the employee received notice of the death of the employee's family member or the occurrence of an event listed in reason number (4) above.

An employee requesting leave under this policy generally must provide the Company with at least forty-eight (48) hours' advance notice of the intention to take bereavement leave, unless providing such notice is not reasonable and practicable under the circumstances.

The Company may require reasonable documentation in connection with leave taken under this policy. Documentation may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency. For leave resulting from an event listed under reason 4 above, reasonable documentation shall include a form, to be provided by the Department of Labor, to be filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner, or surrogate, for an event listed under reason 4, or documentation from the adoption or surrogacy organization that the employee worked with related to an event listed under reason 4, certifying that the employee or their spouse or domestic partner has experienced an event listed under reason 4. The Company will not require that the employee identify which category of event the leave pertains to as a condition of exercising rights under this policy.

Employees may substitute available paid time off while taking unpaid leave under this policy, but this substitution does not extend the length of the leave.

Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.