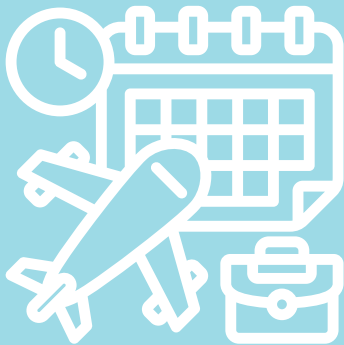




COOK COUNTY
Commission on
Human Rights

COOK COUNTY

PAID LEAVE ORDINANCE



How it Works

Earn 1 hour of paid leave for every 40 hours worked. Use paid leave for any reason.

****Must work 50% of compensated time within Cook County.**

Who Qualifies

- Full-Time
- Part-Time
- Seasonal
- Temporary
- Domestic Workers

****Does not include workers in union agreements that expressly waive requirements of Paid Leave Ordinance.**

Use of Paid Leave

Begin earning first day of work. Use accrued leave 90 days after starting employment. Can carry over 40 hours of unused paid leave into the next benefit period.

Recordkeeping

Employers are required to keep paid leave records for at least 3 years. These records should include:

- Employee Name and Contact Information
- Employee Start Date
- Employee Classification (full-time, part-time, etc.)
- Hours Worked
- Paid Leave Earned and Used
- Remaining Paid Leave Balance for Each Employee
- Denied Paid Leave Requests

Contact the Commission

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