



THE JOHN MARSHALL LAW SCHOOL

New Employee Sick Time Policy

Effective July 1, 2017, the City of Chicago enacted an ordinance that provides paid sick leave for any Covered Employee (full-time staff and qualified part-time staff) who works at least 80 hours per calendar quarter. The ordinance can be found at: <https://www.cityofchicago.org/content/dam/city/depts/bacp/Consumer%20Information/pslnoticefinal060717.pdf>

- **For full-time staff**, the amount of sick time will not change.
- **For qualified part-time staff**, sick time will be accrued at a rate of 1 hour for every 40 hours worked up to 40 hours of sick time per year.

This means that full-time staff retain their current benefits, and that part-time staff who qualify as Covered Employees began to accrue 1 hour for every 40 hours worked as of the beginning of this pay period.

Carry-over: The new ordinance allows all Covered Employees to carry over up to one-half of their unused sick time into the next year. The maximum carry-over is 20 hours.

FMLA Bank: In addition to carry-over, Covered Employees may “bank” up to a limit of 40 hours of unused sick time to use exclusively in the event of Family Medical Leave. Family Medical Leave is unpaid leave. If you qualify for and take Family Medical Leave, you may use hours from your FMLA “bank” to supplement Short Term Disability.

Using sick time: Under the new ordinance, paid sick time can be used only when:

- The employee is ill or injured, or to receive medical care, treatment, diagnosis, or preventive medical care.
- The employee is caring for a family member who is ill or injured, or receiving medical care, treatment, diagnosis, or preventive medical care.
- The employee or family member is a victim of domestic violence or sex offense (as those terms are defined by state law).
- JMLS is closed by order of a public official due to public health emergency.
- The employee has a child who needs care because the child’s school or place of care is closed due to a public health emergency.

Under current JMLS policy, if an employee is absent for more than 4 days, the employee must provide medical documentation specifying the nature of the illness, injury, or condition for the use of paid sick time and medical permission to return to work. This policy remains unchanged.

Sick time may be used in half-day or full-day increments.

Please note: The ordinance allows for disciplinary action, up to and including termination, against employees who use paid sick time for purposes other than described here.

Requesting Sick Time: Employees are asked to provide as much time as possible in advance of taking paid sick time for planned events (for example, for the employee's regular dental check-up or the employee's child's annual physical). If sick time is used for an unforeseeable event, the employee is asked to provide notification as soon as possible, unless the employee is incapacitated (for example, unconscious).

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