

## **Paid Sick Leave Requirement for Non-Benefits Eligible**

The Chicago and Cook County paid sick leave ordinances require every employer in Chicago and Cook County to provide paid sick time off to staff and student workers for sick leave purposes. Most benefits-eligible staff are covered with paid sick time through the Incidental Sick Time (IST) and the Extended Sick Time (EST) programs. This requirement covers non-benefits eligible staff and student workers including part time staff, temporary staff, college work-study and some graduate students with paid positions not related to their academic studies.

To qualify for paid sick leave, a staff member and student worker must work 80 hours in any 120-day period. Once eligible, for every 40 hours worked, non-benefits eligible staff members and student workers earn one hour of paid sick leave in full hour increments. The maximum amount of paid sick leave that non-benefits eligible staff and student workers can earn is 40 hours per 12-month period.

Staff and student workers are permitted to carry over half of the unused hours to use in the following year (up to a maximum carryover of 20 hours). Eligible staff and student workers who worked at least 80 hours from July 1, 2017 through June 30, 2018, will also have retroactive accruals added to their myHR time record on July 1, 2018 for that period of time. Accruals for individuals who are covered by this requirement will be available in myHR.

Earned sick time may be used for absences due to personal illness or injury, or to receive medical care, treatment, diagnosis or preventive medical care, or when a family member is ill or injured or to care for a family member receiving medical care, treatment, diagnosis or preventive medical care or if staff member or student worker or staff's or student worker's family member are victims of domestic violence.

Qualifying family members are defined as a child, legal guardian or ward, adopted child, stepchild, godchild, spouse, domestic partner, co-parent, parent, spouse or domestic partner's parent, stepparent, adoptive parent, godparent, legal guardian, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the Covered Employee or student worker is the equivalent of a family relationship.

Northwestern University may require documentation for visits to licensed certified caregivers for treatment or checkups when the staff member or student worker is absent for (3) three or more days. Supervisors may not require that the documentation specify the nature of the injury, illness, or condition. Supervisors cannot deny paid sick leave or delay wages due to not yet receiving documentation.