



Handbook Addendum for

ILLINOIS

2024

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GENERAL INFORMATION

About This Illinois Addendum

Doherty Staffing Solutions, Inc. (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Illinois employees will receive the Company’s Assignment Handbook and the Illinois Addendum to the Assignment Handbook (together, the “Employee Handbook”).

The Illinois Addendum, however, applies only to Illinois employees. It is intended as a resource containing specific provisions derived under Illinois law that apply to the employee’s employment. It should be read together with the Assignment Handbook and, to the extent that the policies in the Illinois Addendum are different from or more generous than those in the Assignment Handbook, the policies in the Illinois Addendum will apply.

The Illinois Addendum is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the President/Owner of Doherty Staffing Solutions, Inc. or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing and signed by the President/Owner of Doherty Staffing Solutions, Inc. or an authorized representative.

If employees have any questions about these policies, they should contact their Doherty Staffing Solutions, Inc. representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the Employee Handbook, Doherty Staffing Solutions, Inc. is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, sex, religion, age (40 or older), national origin, ancestry, marital status, protective order status, disability, military status, reproductive health decisions, family responsibilities, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status or work authorization status, genetic information, ancestry, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history and with the Illinois law prohibiting sexual harassment of unpaid interns.

Sexual and Other Prohibited Harassment

Doherty Staffing Solutions, Inc. committed to providing a work environment free of harassment. The Company complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, religion, sex, national origin, ancestry, age (40 or over), marital status, reproductive health decisions, family responsibilities, protective order status, physical or mental disability, military status, sexual orientation (including actual or perceived orientation), gender identity, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), unfavorable discharge from military service, or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of Doherty Staffing Solutions, Inc., including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

All employees are expected to comply with the Company's Sexual and Other Prohibited Harassment policy as set forth in the Employee Handbook. While the Sexual and Other Prohibited Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the Employee Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

Sexual and Other Prohibited Harassment (Chicago Employees)

Sexual harassment is illegal in Chicago, in addition to being unlawful under state and federal laws. Doherty Staffing Solutions, Inc. is committed to providing a work environment free of harassment. The Company complies with Illinois and Chicago law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, religion, sex, national origin, ancestry, age (40 or over), marital status, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), reproductive health decisions, family responsibilities, parental status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, lawful source of income or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of Doherty Staffing Solutions, Inc., including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

Under the Municipal Code of Chicago, "sexual harassment" is defined as any:

- Unwelcome sexual advances or unwelcome conduct of a sexual nature; or
- Sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position; or
- Requests for sexual favors or conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct that may be considered sexual harassment includes, but is not limited to:

- Repeated, unwelcome sexually suggestive comments, gestures, emails, or pictures.
- Unwelcome physical contact of a sexual nature.
- Requests for sexual favors in exchange for an employment benefit such as a raise or promotion.
- Subtle or direct threats that a sexual or personal relationship is required for employment, promotion, or other favorable treatment in the workplace.

All employees are expected to comply with the Company's Sexual and Other Prohibited Harassment policy set forth in the Employee Handbook. While the Sexual and Other Prohibited Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

All employees are required to participate in sexual harassment prevention training and bystander training on an annual basis.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful under Chicago, Illinois and federal laws and will not be tolerated.

In addition to the complaint procedures set forth in the Employee Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR) and/or the Chicago Commission on Human Relations (CCHR).

The IDHR may be reached at the following locations:

Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

The CCHR's office is located at 740 N. Sedgwick, 4th floor, Chicago, IL 60654, telephone number (312) 744-4111, (312) 744-1088 (TTY), fax number (312) 744-1081. The CCHR website is <https://www.chicago.gov/city/en/depts/cchr.html>

Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act, a reasonable accommodation will be provided unless the accommodation would impose an undue hardship to the Company's ordinary business operations.

Reasonable accommodations may include but are not limited to: more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Company of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the company's business operations.

The Company may request certain documents from the individual's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide requested documentation to the Company.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the

need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Doherty Staffing Solutions, Inc. representative.

Accommodation for Victims of Domestic Violence, Sexual Violence, Gender Violence or any Criminal Violence

The Company will provide reasonable accommodations for qualified employees or applicants for employment who are or are perceived to be the victim of domestic violence, sexual violence (including sexual assault and stalking), gender violence or any other crime of violence, or who are the family or household member of such a victim, unless providing the accommodation will impose an undue hardship on the Company's business operations. For purposes of this policy, a "family or household member" means a: spouse; civil union partner; parent; grandparent; child; grandchild; sibling; other person related by blood or by present or prior marriage or civil union; other person who shares a relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or a person jointly residing in the same household with the employee). Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace or a work requirement in response to actual or threatened domestic, sexual or gender violence, or any other crime of violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence or any other crime of violence that occurs in the workplace or related settings.

Employees may also be entitled to a leave of absence under the Leave for Victims of Domestic Violence, Sexual Violence, Gender Violence, or any other Crime of Violence policy set forth in this Illinois Addendum and should consult that policy and or their Doherty Staffing Solutions, Inc. representative for additional information.

The Company will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual, gender or any criminal violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence or any other crime of violence against the individual or the individual's family or household member.

The Company will keep all information pertaining to an employee's request for an accommodation confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law. This includes any statement of the employee or other documentation, record or corroborating evidence and the fact that the employee has requested or obtained an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Doherty Staffing Solutions, Inc. representative.

Religious Accommodation

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing or facial hair in accordance with the requirements of their religion. In line with the Illinois Human Rights Act, a reasonable accommodation will be provided unless such accommodation would impose an undue hardship on the conduct of the Company's business.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their Doherty Staffing Solutions, Inc. representative.

GENERAL EMPLOYMENT PRACTICES

Access to Personnel Files

Employees in Illinois can access their own personnel file at least two times each calendar year at reasonable intervals. An employee's request to access their personnel file must

be in writing. Current employees will be permitted to inspect, and if requested, copy their personnel files within seven business days after the Company receives their written request. If the Company is unable to provide access to the personnel file within seven working days, the Company will do so within the following seven working days.

Employees subject to recall after layoff or on a leave of absence with a right to return to work and former employees whose employment ended during the previous year may also request to inspect their personnel file.

Inspection can take place during regular business hours at a location at, or reasonably near, the employee's place of employment or, if an employee submits a written request, the Company will provide a copy of the personnel file by sending it to the email address or mailing address identified by the employee for receipt. Employees who request and receive a copy or partial copy of their personnel file may be required to pay the cost of duplication.

An employee who is involved in a current grievance against the employer, may designate in writing a representative to inspect their personnel file.

Personnel file documents do not include letters of reference, materials that are used by the Company to plan for future operations, information contained in separately maintained security files, test information, the disclosure of which would invalidate the test, certain personal information about people other than the employee, or documents which are being developed or prepared for use in civil, criminal or grievance procedures.

If an employee disagrees with any of the information contained in their personnel file, the employee may request that the Company remove or correct such information. If the employee and the Company cannot agree upon such removal or correction, the employee may submit a written statement explaining their position. The employee's written statement will be maintained as part of their personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

PAY PRACTICES

Meal Breaks

Employees who work a shift of between seven and one-half consecutive hours and twelve consecutive hours will be provided one 20-minute meal break, to begin no later than five hours after the start of work. Employees who work a shift of between twelve and sixteen and one-half consecutive hours will be provided two 20-minute meal breaks, with the first to begin no later than five hours after the start of work. The second break will generally be taken after the beginning of the twelfth hour of work. Employees who work more than sixteen and one-half consecutive hours of work will be provided a third 20-minute meal period, and employees who work a shift in excess of twenty-one consecutive hours of work will be provided a fourth 20-minute meal period. During the break, employees will be relieved of all duties. Reasonable time using restroom facilities will not be considered a meal period.

An uninterrupted meal break lasting 30 or more minutes will be unpaid

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should notify their Doherty Staffing Solutions, Inc. representative immediately and, if possible, prior to the beginning of the fifth hour of work or other applicable time frames.

Meal Breaks for Minors Under 16 Years Old

Employees who are younger than 16 years old and work more than five hours continuously will be provided an uninterrupted 30-minute meal break. During the break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

Any employee who is unable to take all the breaks to which they are entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which they are entitled under this policy, should notify their Doherty Staffing Solutions, Inc. representative immediately and, if possible, prior to the beginning of the fifth hour of work.

Lactation Accommodation

The Company will provide reasonable breaks to accommodate an employee desiring to express breast milk for the employee's infant child, for one year after the child's birth. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, employees should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private room in close proximity to the work area, other than a toilet stall, for employees to express milk. Employees should discuss with their supervisor or their Doherty Staffing Solutions, Inc. representative the location to express and store their breast milk and to make any other arrangements under this policy.

The Company strictly prohibits discrimination against or harassment of employees because they are breastfeeding mothers and request or take breaks in accordance with this policy.

Discussion of Wages

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing their wages or the wages of another employee. The Company will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee.

The Company also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise their rights under the Illinois Equal Pay Act.

This policy does not apply to disclosure of other employees' wage information by representatives who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information.

Schedules and Hours Under the Fair Workweek Ordinance (Evanston)

Doherty Staffing Solutions, Inc. complies with Evanston's Fair Workweek Ordinance (FWO). In accordance with that law, the Company adopts the policies and practices described below.

These policies and practices apply to all nonexempt employees who, in a calendar week, perform at least two hours of work for the Company within the geographic boundaries of the City of Evanston. Employees must also work in a covered industry, including hospitality, food service and restaurants, retail, warehouse services, manufacturing, or building services.

Good Faith Initial Estimate of Work Schedule

Prior to or upon the commencement of employment, the Company will provide covered employees, in writing, with a good faith estimate of the employee's projected days and hours of work for the first 90 days of employment, including:

- The average number of weekly work hours the employee can expect to work each week;
- Whether the employee can expect to work any on-call shifts; and
- A subset of days and times or shifts that the employee can expect to work, or days of the week and times or shifts on which the employee will not be scheduled to work.

This good faith estimate does not constitute a contractual offer, and the Company is not bound by the estimate.

Prior to or upon the commencement of employment, employees may request that the Company modify the initial estimate of work schedule. The Company will consider any such request, and in its sole discretion may accept or reject the request. The Company will notify the employee of its determination in writing (including in physical or electronic format, e.g., email or text) within three days of the employee's request.

Advance Notice of Work Schedule

The Company will provide covered employees with written notice of their work hours by posting their work schedules no later than 14 days before the first day of any new schedule (“the deadline”). The written work schedule will span at least a calendar week and will generally include the shifts and on-call status of all current covered employees at that worksite. The Company will transmit work schedules electronically upon an employee’s written request.

Upon request, the Company will refrain from posting or transmitting to other employees the work schedule of an employee who is a victim of domestic violence or sexual violence or who has a family or household member who is a victim of domestic or sexual violence. Under the circumstances, the Company may request a written statement from an employee that states the employee is, or has a family or household member who is, a victim of domestic violence or sexual violence. The written statement will suffice as the documentation needed for the Company to implement the request. The Company will not require such a written statement more than once in a calendar year from any employee for this purpose.

The Company reserves the right to change a covered employee's work schedule after it is posted and/or transmitted, but such changes are subject to notice and compensation requirements if made less than 14 days before the first day on the work schedule. The Company may also add an employee to a posted work schedule after the deadline when that employee is returning to work from a leave of absence.

Declining Schedule Changes

Employees can decline any previously unscheduled hours that the Company adds to the employee's schedule if the employee has been provided less than 14 days’ advance notice before the first day of any new schedule.

Alterations to Work Schedules

If the Company alters a covered employee's work schedule after the deadline, in addition to the regular rate of pay, the employee will receive:

- With less than 14 days’ notice, but 24 hours or more notice to the employee, one hour of predictability pay for each shift in which the Company:
 - Adds or subtracts hours of work;
 - Moves to another date or time;
 - Cancels; or
 - Adds to an employee’s schedule a previously unscheduled shift.
- With less than 24 hours of notice to the employee, in addition to the employee’s regular pay for working the shift:
 - Four hours or the number of hours in the employee’s scheduled shift, whichever is less, when hours are canceled or reduced; or
 - One hour of predictability pay for all other changes.

Predictability pay means wages paid to an employee, calculated on an hourly basis at the employee's regular rate as compensation for schedule changes made by the Company to a schedule under the ordinance, in addition to any wages earned for work performed by that employee.

The Company will amend the posted work schedule and transmit it to the employee in writing within 24 hours of a schedule change.

Exceptions to Predictability Pay

The predictability pay requirements outlined above do not apply in the following situations:

- The work schedule changes because of events outside the Company's control, such as: threats to the Company, Company property or employees; a recommendation by civil authorities that work not begin or continue; public utilities fail to supply electricity, water, or gas, or the sewer system fails to serve the location of work; war; civil unrest; strikes; threats to public safety; pandemics; or acts of nature (e.g., floods, earthquakes, tornadoes or blizzards) or weather that would prohibit business operations;
 - If there is a work schedule change requiring an employee to work additional hours due to one of the foregoing events that are outside the Company's control, the Company will:
 - Within 72 hours of the schedule change, provide notice in writing to the employee of the schedule change and the reason for the schedule change as well as why the employee is deemed essential to the continued operations of the employer, and
 - Pay the employee whose schedule has been changed, \$2.00 per hour as hazard pay in addition to the wages that the employee would normally earn for the shift that the employee works. The hazard pay will continue for the entire duration that the employee is required to work in any of the events described above.
- The work schedule change is a mutually agreed upon shift trade or coverage arrangement between employees, subject to any existing Company policy regarding required conditions for employees to exchange shifts;
- An employee requests a shift change that is confirmed in writing, including but not limited to use of sick leave, vacation leave, or other policies offered by the Company;
- The Company subtracts hours from a work schedule for disciplinary reasons for just cause; or
- When employees self-schedule.

Additional Work Hours to Existing Employees

When the Company needs to fill additional shifts of work, it will first offer such shifts to existing employees who are covered by this policy, if the employees are qualified to do the additional work, as determined by the Company. Whenever practicable, the Company

will first offer the hours to part-time employees, but the Company may choose to offer only the number of hours required to give the part-time employee 35 hours of work in the calendar week.

In distributing hours, the Company will not discriminate or tolerate discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age, marital or familial status, family caregiving responsibilities or status as a student. The Company will not distribute hours in a manner intended to avoid application of the Patient Protection and Affordable Care Act.

Employees may, but are not required to, accept the offer of additional work hours. For additional work for an expected duration of more than two weeks, the part-time employee has 72 hours to accept the additional hours, after which time the Company may hire new employees to work the additional hours. When the offer of additional work hours is for an expected duration of two weeks or less, the part-time employee has 24 hours to accept the additional work hours, after which time the Company may hire new employees to work the additional hours. The 24- or 72-hour periods begin either when the employee receives the written offer of additional hours, or when the Company posts the offer of additional hours, whichever is sooner. A part-time employee who wishes to accept the additional hours must do so in writing.

Whenever the Company offers additional hours to existing employees, the Company will make the offer either in writing or by posting the offer in a conspicuous location in the workplace where notices are customarily posted. The notice will include the total hours of work being offered, the schedule of available shifts, whether those shifts occur at the same time each week, the length of time the Company anticipates requiring coverage of the additional hours, and the process by which employees may notify the Company of their desire to work the additional hours.

Right to Rest and Additional Pay

Employees have the right to decline work schedule hours that occur within 11 hours after the end of the employee's last shift. An employee who agrees in writing to work such hours will be compensated at one-and-a-half (1.5) times the employee's regular rate of pay for any hours worked less than 11 hours following the end of a previous shift.

Right to Request a Flexible Working Arrangement

Employees also have the right to request a modified work schedule, including, but not limited to: additional shifts or hours; changes in days of work; changes in shift start and end times; permission to exchange shifts with other employees; limitations on availability; part-time employment; job sharing arrangements; reduction or change in work duties; or part-year employment.

Retaliation Prohibited

The Company will not discriminate in any manner or take adverse action against any employee in retaliation for exercising rights protected under Evanston's Fair Workweek Ordinance, including but not limited to disclosing, reporting or testifying about any violation.

Schedules and Hours Under the Fair Workweek Ordinance (Chicago)

Doherty Staffing Solutions, Inc. complies with Chicago's Fair Workweek Ordinance. In accordance with that law, the Company adopts the policies and practices described below.

These policies and practices apply to employees who (a) spend the majority of their time at work while physically present within the City of Chicago; (b) earn less than or equal to certain minimum wage or salary thresholds; and (c) perform the majority of their work in building services, healthcare, hotels, manufacturing, restaurants, retail, or warehouse services.

Good Faith Initial Estimate of Work Schedule

Prior to or upon the commencement of employment, the Company will provide covered employees, in writing, with a good faith estimate of the employee's projected days and hours of work for the first 90 days of employment, including:

- The location(s) at which the employee will work;
- The average number of weekly work hours the employee can expect to work each week;
- Whether the employee can expect to work any on-call shifts; and
- A subset of days and times or shifts that the employee can expect to work, or days of the week and times or shifts on which the employee will not be scheduled to work.

This good faith estimate does not constitute a contractual offer, and the Company is not bound by the estimate.

Prior to or upon the commencement of employment, employees may request that the Company modify the initial estimate of work schedule. The Company will consider any such request, and in its sole discretion may accept or reject the request. The Company will notify the employee of its determination, in writing, within three days of the employee's request.

Advance Notice of Work Schedule

The Company will provide covered employees with written notice of their work hours by posting their work schedules no later than 14 days before the first day of any new schedule ("the deadline"). The written work schedule will span at least a calendar week

and will generally include the shifts and on-call status of all current covered employees at that worksite. Upon request, the Company will refrain from posting or transmitting to other employees the work schedule of an employee who is a victim of domestic violence or sexual violence or the family member of a victim of domestic or sexual violence. The Company will transmit work schedules electronically upon an employee's request.

The Company reserves the right to change a covered employee's work schedule after it is posted and/or transmitted. The Company may also add an employee to a posted work schedule after the deadline when that employee is returning to work from a leave of absence.

Declining Schedule Changes

Employees can decline any previously unscheduled hours that the Company adds to the employee's schedule if the employee has been provided less than 14 days advance notice before the first day of any new schedule.

Alterations to Work Schedules

If the Company alters a covered employee's work schedule by more than 15 minutes after the deadline, in addition to the regular rate of pay, the employee will receive:

- One hour of predictability pay for each shift in which the Company:
 - adds hours of work;
 - changes the date or time of a work shift with no loss of hours; or
 - with more than 24 hours' notice, cancels or subtracts hours from a regular or on-call shift.
- No less than 50% of the employee's regular rate of pay for any scheduled hours the employee does not work because the Company, with less than 24 hours' notice, subtracts hours from a regular or on-call shift, or cancels a regular or on-call shift, including while the employee is working on a shift.

The Company will amend the posted work schedule and transmit it to the employee in writing within 24 hours of a schedule change.

Exceptions to Predictability Pay

The predictability pay requirements outlined above do not apply in the following situations:

- The work schedule changes because of events outside the Company's control, such as: threats to the Company, Company property or employees; a recommendation by civil authorities that work not begin or continue; war; civil unrest; strikes; threats to public safety; pandemics; or acts of nature (e.g., floods, earthquakes, tornadoes or blizzards);
- The work schedule change is a mutually agreed upon shift trade or coverage arrangement between employees, subject to any existing Company policy regarding required conditions for employees to exchange shifts;

- A work schedule change that is mutually agreed to by the employee and the Company and is confirmed in writing;
- The posted work schedule is changed by 15 minutes or less;
- The employee requests a shift change, that is confirmed in writing, including but not limited to use of sick leave, vacation leave, or other policies offered by the Company;
- The Company subtracts hours from a work schedule for disciplinary reasons for just cause;
- When, in manufacturing, events outside of the control of the manufacturer result in a change in the need for employees, including, but not limited to, when a customer requests the manufacturer to delay production or there is a delay in the receipt of raw materials or component parts needed for production; or
- When employees self-schedule.

Additional Work Hours to Existing Employees

When the Company needs to fill additional shifts of work, it will first offer such shifts to existing employees who are covered by this policy, if the employees are qualified to do the additional work, as determined by the Company. If no covered employee accepts the additional shifts, the Company will next offer them to temporary or seasonal workers who have worked on behalf of the Company for two or more weeks.

When distributing additional work hours among qualified and interested existing employees, the Company will first distribute work hours to employees whose regular workplace is the location where the work will be performed. Whenever practicable, the Company will first offer the hours to part-time employees.

The Company may choose to not schedule employees to work hours required to be paid at a premium rate.

In distributing hours, the Company will not discriminate or tolerate discrimination on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, disability, age or marital or familial status.

Right to Rest and Additional Pay

Employees have the right to decline work schedule hours that are less than 10 hours after the end of the previous day's shift. Employees may voluntarily consent in writing to work a shift that begins sooner than 10 hours after the end of the previous day's shift. When an employee works a shift that begins less than 10 hours after the end of the previous day's shift, the Company will pay the employee at a rate of 1.25 times the employee's regular rate of pay for that shift, except that hours in such a shift that exceed a workweek of 40 hours will be paid at the usual overtime rate of 1.5 the employee's regular rate of pay.

Right to Request a Flexible Working Arrangement

Employees also have the right to request a modified work schedule, including, but not limited to: additional shifts or hours; changes in days of work; changes in shift start and end times; permission to exchange shifts with other employees; limitations on availability; part-time employment; job sharing arrangements; reduction or change in work duties; or part-year employment. The Company will respond to such requests in writing.

Retaliation Prohibited

The Company will not retaliate against an employee for exercising rights protected under Chicago's Fair Workweek Ordinance, including reporting or testifying about any violation, or requesting changes to their working arrangement.

TIME OFF AND LEAVES OF ABSENCE

Vacation

The Company will pay employees for any accrued but unused vacation upon termination of employment.

Illinois Paid Leave

The Company provides eligible employees with Illinois Paid Leave pursuant to the Illinois Paid Leave for All Workers Act and the Cook County Paid Leave Ordinance, if applicable.

Eligibility

All employees working in Illinois for the Company are eligible to receive Illinois Paid Leave under this policy except for employees who are covered under the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance.

Accrual and Carryover of Illinois Paid Leave

Employees begin to accrue Illinois Paid Leave on their first calendar day of employment with the Company or their date of eligibility, whichever is later.

Illinois Paid Leave accrues at a rate of one hour for every 40 hours worked, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the calendar year.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case Illinois Paid Leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue Illinois Paid Leave based on all hours worked, including overtime.

Employees may carry over up to 40 hours of accrued unused Illinois Paid Leave from one benefit year to the next. The Company does not pay out any unused Illinois Paid Leave at year-end in lieu of carryover.

Employees will be able to determine the amount of Illinois Paid Leave available for use by reviewing their paystubs.

Using Illinois Paid Leave

Newly hired employees cannot use Illinois Paid Leave until their 90th calendar day of employment with the Company

Illinois Paid Leave may be used for any reason of the employee's choosing, so long as such use is in accordance with this policy and applicable law. However, employees are not required to provide the Company the reason for their absence.

Employees may use a maximum of 40 hours of Illinois Paid Leave per benefit year. Employees may only use Illinois Paid Leave during their known or anticipated work schedule.

Employees must use Illinois Paid Leave in an initial increment of at least one hour per day, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of Illinois Paid Leave during an absence from work. Employees are not required to search for or find a replacement worker to cover the period during which they use Illinois Paid Leave.

Notice Required

If the need to use Illinois Paid Leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least seven (7) days' advance notice to their Doherty Staffing Solutions, Inc. representative of an absence from work. If the need to use Illinois Paid Leave is unforeseeable, employees must provide notice to their Doherty Staffing Solutions, Inc. representative as soon as practicable after the employee is aware of the need for leave. Employees may provide notice to their Doherty Staffing Solutions, Inc representative by phone, e-mail or text. When notifying the Company of the need to use Illinois Paid Leave, an employee should include the anticipated duration of the absence, when possible.

An employee's request for Illinois Paid Leave may be denied in order to meet the Company's operational needs for the requested time period for reasons such as:

- Maintaining minimum staffing thresholds to operate the restaurant/store/plant;
- Accommodating other employees' leave and time off requests, especially during holidays or the end of the year;
- Meeting customer service expectations and deadlines;

- Production issues; or
- Holiday periods or particularly busy times of the year.]

In all circumstances, employees are responsible for specifying that they are requesting to use Illinois Paid Leave to cover their absence (as opposed to, for example, PTO, vacation or sick time), so that the absence may be designated accordingly

In general, the Company will not require documentation or certification as proof or in support of Illinois Paid Leave unless permitted under another applicable law including, but not limited to, the federal Family and Medical Leave Act or the Americans with Disabilities Act.

Discipline for Unprotected Use of Illinois Paid Leave

Discipline – up to and including termination – may be taken against an employee who uses Illinois Paid Leave in a manner not consistent with applicable law, or who violates this policy’s requirements concerning requesting, using, and/or recording use of Illinois Paid Leave.

Rate of Pay

The rate of pay for Illinois Paid Leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused Illinois Paid Leave at any time, including upon separation from employment for any reason.

If an employee’s employment with the Company ends and the employee is rehired within twelve (12) months of employment ending, the employee’s previously accrued but unused Illinois Paid Leave balance will be reinstated and made available for use in accordance with applicable law.

No Discrimination or Retaliation

As long as the use of Illinois Paid Leave complies with the requirements of this policy and applicable law, the Company will not count employees’ use of Illinois Paid Leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of Illinois Paid Leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using Illinois Paid Leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged

violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this Illinois Paid Leave policy should contact their Doherty Staffing Solutions, Inc. representative.

Chicago Paid Sick Leave (for Chicago Employees Only)

The Company provides eligible employees with paid sick leave pursuant to the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (the "Ordinance").

Eligibility

All employees of the Company are eligible to receive paid sick leave under this policy if they work at least 80 hours within the geographic boundaries of the City of Chicago within any 120-day period.

Accrual and Carryover of Paid Sick Leave

Employees begin to accrue paid sick leave on their first calendar day of employment with the Company or their date of date of eligibility under the Ordinance, whichever is later.

Paid sick leave accrues at a rate of one hour for every 35 hours worked in Chicago, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is January 1, 2024, or the employees first date of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case paid sick leave accrues based upon the employee's normal workweek hours. Nonexempt employees accrue paid sick leave based on all hours worked, including overtime.

Employees may carry over up to 80 hours of accrued but unused paid sick leave from one benefit year to the next. The Company does not pay out any unused paid sick leave at year-end in lieu of carryover.

Employees will be able to determine the amount of paid sick leave available for use by reviewing their paystubs.

Using Paid Sick Leave

Thereafter, employees may use paid sick leave as it is accrued

Employees must use paid sick leave in an initial increment of at least one hour.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid sick leave for one of the reasons specified below. Employees are not required to search for or find a replacement worker to cover the period during which they use paid sick leave.

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee is ill or injured, or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders.
- The employee's family member is ill or injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventive care, diagnosis, or treatment for medical, mental, or behavioral issues, including substance abuse disorders.
- Closure of an employee's place of business by order of a public official due to a public health emergency.
- The employee needs to care for their family member whose school, class, or place of care has been closed.
- The employee or their family member is a victim of domestic violence, human trafficking or a sex offense (including stalking, aggravated stalking or cyber stalking).
- The employee obeys an order issued by the mayor, governor, local health department, or a treating healthcare provider, to:
 - Stay at home to minimize the transmission of a communicable disease;
 - Remain at home while experiencing symptoms or sick with a communicable disease; or
 - Obey a quarantine order or an isolation order issued to the employee.

Family Member. For purposes of this policy, "family member" means the employee's spouse, registered domestic partner, civil union partner, child, parent, parent of the employee's spouse or partner, sibling, grandchild, grandparent, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Notice Required

If the need to use paid sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-

faith effort to provide at least seven (7) days' advance notice to their Doherty Staffing Solutions, Inc. representative of an absence from work. If the need to use paid sick leave is unforeseeable, employees must provide notice to their Doherty Staffing Solutions, Inc. representative before they use paid sick leave, or otherwise as soon as practicable on the day the employee intends to take paid sick leave. Employees may provide notice to their Doherty Staffing Solutions, Inc. representative by phone, e-mail or text..

When notifying the Company of the need to use paid sick leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that the time off is for paid sick leave reasons (as opposed to, for example, vacation or Chicago Paid Leave), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

If an employee uses paid sick leave for more than three (3) consecutive workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, stalking, etc.); and/or other verification as permitted by applicable law. The Company will keep confidential any medical documentation regarding leave use, in accordance with federal, state and local law.

Discipline for Unprotected Use of Paid Sick Leave

Discipline – up to and including termination – may be taken against an employee who uses paid sick leave for a purpose not covered by, or in a manner not consistent with, the Ordinance. In addition, discipline – up to and including termination – may be taken against an employee that violates this policy's requirements concerning requesting, using, recording, verifying, and/or documenting use of paid sick leave.

Rate of Pay

The rate of pay for sick leave will be calculated in accordance with applicable law.

Separation from Employment

The Company does not pay employees for unused paid sick leave at any time, including upon separation from employment for any reason.

No Discrimination or Retaliation

As long as the use of paid sick leave complies with the requirements of this policy and the Ordinance, the Company will not count employees' use of paid sick leave as an

absence or “occurrence” under any Company attendance policy. Therefore, any such use of paid sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid sick leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about the Chicago Paid Sick Leave policy should contact their Doherty Staffing Solutions, Inc. representative.

Chicago Paid Leave (for Chicago Employees Only)

The Company provides eligible employees with Chicago Paid Leave pursuant to the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (the “Ordinance”).

Eligibility

All employees of the Company are eligible to receive Chicago Paid Leave under this policy if they work at least 80 hours within the geographic boundaries of the City of Chicago within any 120-day period.

Accrual and Carryover of Chicago Paid Leave

Employees begin to accrue Chicago Paid Leave on their first calendar day of employment with the Company or their date of eligibility under the Ordinance, whichever is later.

Chicago Paid Leave accrues at a rate of one hour for every 35 hours worked in Chicago, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is January 1, 2024 or the employees first date of employment, whichever is later.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case Chicago Paid Leave accrues based upon the employee’s normal workweek hours. Nonexempt employees accrue Chicago Paid Leave based on all hours worked, including overtime.

Employees may carry over up to 16 hours of accrued but unused Chicago Paid Leave from one benefit year to the next. If any employee believes that they are not provided meaningful access to their Chicago Paid Leave before the end of the benefit year (e.g., due to their workload or repeated denials of their requests for Chicago Paid Leave), they

should contact their Doherty Staffing Solutions, Inc. representative. The Company does not pay out any unused Chicago Paid Leave at year-end in lieu of carryover.

Employees will be able to determine the amount of Chicago Paid Leave available for use by reviewing their paystubs.

Using Chicago Paid Leave

Thereafter, employees may use Chicago Paid Leave as it is accrued.

Chicago Paid Leave may be used for any reason of the employee's choosing, so long as the time is used in accordance with this policy and the Ordinance. However, employees are not required to provide the Company the reason for their absence.

Employees must use Chicago Paid Leave in an initial increment of at least one-hour.

To the extent allowed by applicable law, the Company reserves the right to require the use of Chicago Paid Leave during an absence from work. Employees are not required to search for or find a replacement worker to cover the period during which they use Chicago Paid Leave.

Notice Required

Employees must provide at least seven (7) days' advance notice to their Doherty Staffing Solutions, Inc. representative of an absence from work. Employees may provide notice to their Doherty Staffing Solutions, Inc. representative by phone, e-mail or text..

In general, all use of Chicago Paid Leave must be pre-approved by the employee's Doherty Staffing Solutions, Inc. representative before the absence from work. Even if sufficient notice is provided, an employee's request for Chicago Paid Leave may be denied if it would interfere with the operational needs of the business for reasons such as:

- Maintaining minimum staffing thresholds to operate the plant;
- Accommodating other employees' leave and time off requests, especially during holidays or the end of the year;
- Meeting customer service expectations and deadlines;
- Production issues; or
- Holiday periods or particularly busy times of the year.]

In this event, an employee's Doherty Staffing Solutions, Inc. representative will promptly provide a written denial of the employee's request for Chicago Paid Leave, which will include the reason for the denial.

In all circumstances, employees are responsible for specifying that they are requesting to use Chicago Paid Leave to cover their absence (as opposed to, for example, vacation or paid sick leave), so that the absence may be designated accordingly.

Discipline for Unprotected Use of Chicago Paid Leave

Discipline – up to and including termination – may be taken against an employee who uses Chicago Paid Leave in a manner not consistent with the Ordinance, or who violates this policy’s requirements concerning requesting, using, and/or recording use of Chicago Paid Leave.

Rate of Pay

The rate of pay for Chicago Paid Leave will be calculated in accordance with applicable law.

Separation from Employment

The Company does not pay employees for unused Chicago Paid Leave at any time, including upon separation from employment for any reason.

No Discrimination or Retaliation

As long as the use of Chicago Paid Leave complies with the requirements of this policy and the Ordinance, the Company will not count employees’ use of Chicago Paid Leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of Chicago Paid Leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using Chicago Paid Leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this Chicago Paid Leave policy should contact their Doherty Staffing Solutions, Inc. representative.

Sick Leave to Care for Relatives

Employees may use paid or unpaid personal sick leave benefits provided by the Company (not including short or long-term disability, an insurance policy, or other comparable benefit plans or policies) for absences due to the illness, injury, medical appointment or personal care of a covered relative, on the same terms that the employee is able to use personal sick leave benefits for the employee's own illness or injury. Personal care of a covered relative includes: (a) activities to ensure that the relative’s basic medical,

hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a relative who is unable to meet their own needs; or (b) being physically present to provide emotional support to a relative with a serious health condition who is receiving inpatient or home care. Covered relatives include the employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

The Company may, at its sole discretion, limit the use of an eligible employee's sick time to care for a relative under this policy to what the employee would earn or accrue in six months, or half of the employee's maximum annual grant of personal sick leave benefits.

The Company may request written verification of the employee's absence from a health care professional. The Company will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate against employees for requesting or using personal sick leave benefits in accordance with this policy, or who attempt in good faith to exercise their rights under the law. Employees with questions or concerns regarding this policy or who would like to request a leave of absence under this policy should contact their Doherty Staffing Solutions, Inc. representative.

Mandatory Time Off/Day of Rest

Doherty Staffing Solutions, Inc. will provide nonexempt, nonsupervisory employees working more than 20 hours per week with at least one day (24 consecutive hours) of rest during every consecutive seven-day period. Certain exceptions may apply.

Family Military Leave

Eligible employees who are the spouse, parent, child or grandparent of a person called to military service are entitled to up to 30 days of unpaid leave during the time federal or state deployment orders are in effect. To be eligible for leave, employees must:

- Have been employed by the Company for at least 12 months;
- Have worked for the Company for at least 1,250 hours during the 12-month period immediately preceding the leave; and
- Be the spouse, parent, child or grandparent of a person called to military service lasting longer than 30 days with the state or the United States pursuant to orders of the Governor or the President.

The Company may require verification of an employee's eligibility for leave from the proper military authority.

Employees may not take family military leave until they have exhausted all accrued vacation, personal, compensatory and any other leave granted to the employee, with the exception of sick and disability leave.

Employees taking family military leave for five or more consecutive workdays must notify their supervisor of the intended date of the leave at least 14 days in advance.

If possible, employees must consult with their Doherty Staffing Solutions, Inc. representative regarding the scheduling of the leave to minimize disruption to the Company's operations. Employees taking family military leave for fewer than five consecutive days must give their Doherty Staffing Solutions, Inc. representative as much advance notice as is practicable.

During family military leave, employees may continue any benefits, if applicable, at their own expense. No loss of seniority status will occur as a result of leave taken under this policy, nor will leave result in the loss of any benefits accrued prior to the leave. Where applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act.

Upon return from leave, employees will be restored to their prior position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment.

The Company will not discriminate against, or tolerate discrimination against, any employee who seeks or obtains leave under this policy.

Military Leave

In addition to the military leave rights set forth in the Employee Handbook and subject to the additional provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) and described in this policy, members of the Armed Forces of the United States, the National Guard of any state or territory and the Illinois State Guard are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the Employee Handbook.

Employees are entitled to a military leave of absence for active service in accordance with this policy so long as they provide advance notice of pending military service. There may be an exception to this advance notice requirement based on military necessity, as determined by the appropriate state military authority. For purposes of this policy, "military service" includes:

- Service (active or reserve) in the U.S. Armed Forces, the National Guard of any state or territory or the Illinois State Guard;
- Service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; and
- A period during which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness or injury sustained or

aggravated during a period of active service and the treatment is paid for by the United States Department of Defense Military Health System.

Also for purposes of this policy, “active service” means all forms of active and inactive duty (without regard to voluntariness), including, but not limited to: annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, state active duty, mobilizations and muster duty.

The Company may require additional documentation from an appropriate military authority for leave due to performance of official duties in support of military or civilian authorities as the result of an emergency or for the employee’s medical or dental treatment.

Employees requesting leave are not required to find an employee to cover their work when they take leave under this policy. Employees taking military leave are also not required to accommodate work-related needs pertaining to the timing, frequency or duration of their leave. The Company may bring concerns over the timing, frequency or duration of military leave to the attention of the appropriate military authority, but understands that accommodation of these concerns is subject to military law and the discretion of that military authority.

Accrued, unused vacation or PTO will be paid during military leave at the employee’s request.

Reinstatement

In order to be eligible for reinstatement, an employee must have completed their service on a basis that is not dishonorable or otherwise prohibited under federal or state law. A retroactive upgrade of a disqualifying discharge or release will restore reemployment rights, provided the service member employee otherwise meets the eligibility criteria under ISERRA.

An employee who is absent on military leave will, for the period of leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately prior to the absence for military leave. The rating will not be less than the rating that the employee received for the rated period immediately prior to their absence on military leave. Except for during probationary periods, the period of military leave will also be counted in computing seniority and time-in-service requirements for promotion eligibility or any other benefit of employment.

School Activities Leave

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for the Company for at least six consecutive months immediately preceding

the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued vacation and other appropriate leave (not including sick or disability leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child, if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their Doherty Staffing Solutions, Inc. representative to schedule the leave so as not to unduly disrupt the Company's business operations. Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

Employees must provide verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

The Company will allow, but not require, nonexempt employees to make up the amount of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

The Company will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

Emergency Responder Leave

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers" include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late to or absent from work for this purpose. The Company also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours, so long as the employee does not violate the Company's Cell Phone/Texting While Driving policies.

Employees must make a reasonable effort to notify the Company of an emergency call. Upon return, the Company may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Blood and Organ Donor Leave

Upon request, eligible employees will be allowed paid leave to donate blood or an organ.

“Eligible employees” are full-time employees who have been employed by the Company for six months or longer and have obtained company approval for the time off.

For blood donation, an eligible employee can use up to one hour of paid leave to donate, or attempt to donate, blood every 56 days.

If an employee attempts to donate blood but is unsuccessful (as determined by the blood bank), the employee will retain the one hour of blood donation leave.

For organ donation, eligible employees will be allowed up to 10 days of leave in any 12-month period to serve as an organ donor.

Employees will not be required to use accrued or future vacation or sick leave while taking time off to donate blood or an organ.

When requesting time off for blood donation, employees must submit documentation of the appointment to donate blood in advance of the appointment. The Company may require that employees provide a written statement from the blood bank confirming the employee’s attendance at the appointment. Employees requesting time off for organ donation will also be required to submit medical documentation.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave or denied pay for leave under this policy should promptly notify their Doherty Staffing Solutions, Inc. representative.

Civil Air Patrol Leave

Eligible employees who are members of the civil air patrol may be entitled to up to 30 days of unpaid leave for the purpose of serving on a civil air patrol mission. “Eligible employees” are those who have worked for the Company for 12 months and have worked 1,250 hours during the 12-month period immediately preceding the leave request.

If the leave will last five or more consecutive workdays, employees must provide at least 14 days’ notice of the intended date upon which the leave will begin. If the leave will last fewer than five consecutive days, employees must provide as much notice as is practical. When possible, employees must consult with their supervisors about scheduling time off under this policy, in order to minimize the disruption to business operations.

The Company may require certification from the proper civil air patrol authority to verify an employee’s eligibility for leave.

Employees returning from leave will be reinstated to the same position or one with equivalent seniority status and the same pay and benefits as they had prior to the leave, unless factors other than the exercise of leave under this policy prevent reinstatement.

Employees on civil air patrol leave are entitled to continue benefits at their own expense. Taking such a leave will not result in employees losing any benefits earned prior to the leave.

Election Judge Leave

Employees who have been appointed as an election judge will be allowed time off without pay to serve in that capacity. Employees must provide at least 20 days' written notice of the need for leave under this policy.

Leave under this policy will be unpaid, except that exempt employees will receive pay when required under applicable federal or state law.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy. Additionally, employees who work for the Company at night will not be required to work while serving on a jury during the day.

Employees must provide their Doherty Staffing Solutions, Inc. representative with notice of any jury summons or subpoena within 10 days after receipt. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty. Employees serving on a jury will be entitled to participate in insurance and other benefits under the same terms as other employees on a leave of absence. Upon return, employees will be reinstated to their former position without loss of seniority.

Witness Leave

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Employees will also be allowed time off to attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic, sexual or gender violence or any criminal violence in which the employee or the employee's family or household member was a victim. For purposes of this policy, a "family or household member" means a: spouse; civil union partner; parent; grandparent; child; grandchild; sibling; other person related by blood or by present or prior marriage or civil union; other person who shares a

relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or a person jointly residing in the same household with the employee.

Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial-week absence.

Leave for Victims of Domestic Violence, Sexual Violence, Gender Violence or any other Crime of Violence

Eligible employees will be provided unpaid leave to address domestic violence, sexual violence, gender violence or any other crime of violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual, gender violence or any other crime of violence; or
- The employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence and does not have interests adverse to the employee as it relates to the domestic, sexual or gender violence.

For purposes of this policy, a "victim" includes: a person who was killed or injured while attempting to assist a person against whom a crime was being perpetrated or attempted or while assisting law enforcement at the request of law enforcement; a person who personally witnessed a violent crime; and a person who will be called as a witness by the prosecution to establish a necessary nexus between an offender and violent crime. A "family or household member" means a: spouse; civil union partner; parent; grandparent; child; grandchild; sibling; other person related by blood or by present or prior marriage or civil union; other person who shares a relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or a person jointly residing in the same household with the employee). Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a family or household member identified above:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, sexual or gender violence or any other crime of violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;

- Participate in safety planning, relocate temporarily or permanently or take other actions to increase safety from future domestic, sexual or gender violence or any other crime of violence, or to ensure economic security;
- Seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil, criminal or military legal proceeding relating to or derived from domestic, sexual or gender violence or any other crime of violence;
- Engage in bereavement activities, which are defined as follows:
 - Attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
 - Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
 - Grieving the death of a family or household member who is killed in a crime of violence.

Leave may be taken consecutively, intermittently or on a reduced-schedule basis.

Except in certain circumstances pertaining to bereavement activities, leave under this policy is limited to 12 weeks in any 12-month period. If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act (FMLA). However, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

Employees may take a cumulative total of two workweeks (10 workdays) of leave for the bereavement activities described above, and such leave must be concluded within 60 days after the date on which the employee receives notice of the death of their family or household member. If an employee is also entitled to take unpaid leave under the Company's Illinois Family Bereavement Leave policy for the death (e.g., the deceased individual qualifies as a "family member" under that policy), the maximum of two workweeks (10 workdays) of leave for bereavement activities under this policy will be in addition to the total leave time an employee is otherwise entitled to take under this policy. However, if an employee is not entitled to take unpaid leave under the Company's Illinois Family Bereavement Leave policy for the death of the family or household member, any leave for bereavement activities under this policy will be deducted from the total leave time an employee is otherwise entitled to take under this policy.

Employees seeking leave under this policy must provide at least 48 hours' advance notice, unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Company may require certification that the leave was taken for one of the purposes identified above and/or that the employee or employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence. Employees must

respond to the request for certification within a reasonable period of time and can do so by providing a sworn statement. The employee must also provide one of the following documents, if the employee has possession of them:

- Documentation from a victim services organization, attorney, member of the clergy or medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual or gender, or any other crime of violence;
- A police, court or military record;
- 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
- Other corroborating evidence.

The employee can choose which document to submit. The Company will not request or require that more than one document be submitted in the 12-months following the initial request for or use of leave, if the reason for leave is related to the same incident(s) of violence or the same perpetrator(s) of the violence.

The Company will keep all information pertaining to an employee's request for leave and/or certification of the need for leave confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available paid leave, including accrued sick leave. Leave for bereavement activities under this policy will run concurrently with leave under the Company's Bereavement Policy in the Employee Handbook.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Company will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy. The Company also does not discriminate against applicants or employees who: are, or are perceived to be, victims of domestic sexual or gender violence, or any criminal violence; have a family or household member who is or is perceived to be a victim of domestic, sexual or gender violence, or any other criminal violence; or attended, participated in, prepared for, requested leave to attend, participate in or prepare for a criminal or civil court proceeding, court-martial or nonjudicial punishment proceeding under the Uniform Code of Justice relating to an incident of domestic violence, sexual violence, gender violence or any criminal violence of which the employee or their family or household member was a victim.

Illinois Family Bereavement Leave

Upon request, eligible employees will be allowed a maximum of two weeks (10 workdays) of family bereavement leave in connection with the death of an employee's family member or other covered events listed below. For purposes of this policy, "family member" is defined as an employee's child (biological, adopted, foster child, stepchild, legal ward, or a child of a person standing in loco parentis), spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent.

Eligible employees may take leave under this policy for any of the following reasons:

1. To attend the funeral (or funeral alternative) of a family member;
2. To make arrangements necessitated by the death of a family member;
3. To grieve the death of a family member; or
4. To be absent from work due to a (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer), (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed a surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a stillbirth.

"Eligible employees" have the same definition as that under the federal Family and Medical Leave Act ("FMLA"). Thus, in order to be eligible for leave under this policy, an employee must: (1) have worked for the Company for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested. If employees are unsure whether they qualify, they should contact their Doherty Staffing Solutions, Inc. representative.

Family bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the family member or the date on which an event listed under paragraph 4 above occurred. In the event of the death of more than one family member within a 12-month period, an employee may take up to a total of six weeks of family bereavement leave during a 12-month period.

An employee must provide the Company with at least 48 hours of advance notice of the employee's intention to take family bereavement leave, unless providing such notice is not reasonable or practicable. The Company may request reasonable documentation from the employee to verify the employee's eligibility for leave under this policy.

Family bereavement leave under this policy is unpaid. Leave under this policy will run concurrently with leave under the Company's Bereavement Policy in the Employee Handbook. Employees may elect to substitute other types of leave for family bereavement leave, including but not limited to any available paid leave, such as accrued vacation,

PTO or sick leave. A person who uses leave under the Company's Illinois Extended Child Bereavement Leave policy because of the loss of a child by suicide or homicide may not take leave under this policy for the death of the same child. While family bereavement leave does not run concurrently with the FMLA, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois family bereavement leave law, opposed practices the employee believed to be in violation of such law, or supported the exercise of another person's rights under such law.

Extended Child Bereavement Leave

Fulltime employees who have worked for the Company for at least two weeks and experience the loss of a child by suicide or homicide may take up 6 weeks of unpaid child bereavement leave.

Leave under this policy may be taken in a single continuous period or intermittently in increments of at least four hours. Leave may be taken within one year after the employee notifies the Company of the loss.

An employee must provide the Company with reasonable advance notice of the employee's intention to take extended child bereavement leave, unless providing such notice is not reasonable and practicable. The Company may request reasonable documentation from the employee stating the cause of death.

Extended child bereavement leave under this policy is unpaid. However, leave under this policy will run concurrently with leave under the Company's Bereavement Policy in the Employee Handbook. Employees may elect to substitute other types of leave for extended child bereavement leave, including but not limited to any available paid leave, such as accrued vacation, PTO or sick leave. Employees who take leave under this policy are not entitled to additional leave under the Company's Illinois Family Bereavement Leave policy for the death of the same child.

Upon return from extended child bereavement leave, the employee will be restored to the position the employee held when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Extended child bereavement leave will not result in the loss of any employment benefit accrued prior to the start of leave.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois extended child bereavement leave law, opposed practices the employee believed to be in violation of such law, or supported the exercise of another person's rights under such law.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Employees who have fewer than two consecutive hours outside of work during which the polls are open will be allowed up to two hours of time off to vote, without loss of pay. The Company may specify when the leave must be taken.

Employees must provide notice of the need for time off prior to Election Day.

Proof of having voted may be required.

SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking, including the use of electronic cigarettes, in the workplace and within 15 feet of any entrance to the workplace. Employees wishing to smoke must do so outside company facilities, in locations where smoke does not migrate back into the workplace, during scheduled work breaks.

Employees who observe other individuals smoking in the workplace have a right to object and should report the violation to their supervisor or their Doherty Staffing Solutions, Inc. representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Illinois law or this policy.

Employees who violate this policy may be subject to disciplinary action up to and including termination.

Cell Phone Use / Texting While Driving

As set forth in the Employee Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a Company-owned vehicle. Employees should also be aware that using a handheld electronic communication device (including a cellular phone, tablet or computer) for any reason (including to watch or stream video, participate in any video conferencing application or access a social media site) while driving is a violation of Illinois law, in addition to being a violation of Company policy.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the Employee Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon. In compliance

with Illinois law, the Company permits those employees who are concealed weapons license holders and who lawfully possess a firearm or ammunition to transport and store their firearm or ammunition in their personal vehicle inside company parking lots. However, if the employee's vehicle is not attended, the vehicle must be locked or the firearm and ammunition must be in a locked container outside of plain view.

Employees who are concealed weapons license holders may also carry a concealed firearm in the immediate area surrounding their vehicle in a Company parking lot only for the limited purpose of storing or retrieving the firearm within the vehicle's trunk and only after ensuring the firearm is unloaded. Such lawfully possessed firearms and ammunition may not otherwise be removed from an employee's personal vehicle or displayed to others for any reason.

ADDITIONAL DOCUMENTS



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 five (5) days per year of paid leave from work.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work.
- **Carryover:** Workers rollover all unused paid leave at the end of the year.

- **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.

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

For more information or to file a Complaint, contact us at: DOL.PaidLeave@illinois.gov

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

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010

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@cookcountyil.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.cookcountyil.gov/PaidLeave

	<p><i>Earn one (1) hour of paid leave for every 40 hours worked</i></p>
<p><i>Use paid leave for any reason</i></p>	

Effective Date 12/31/2023

Visit www.cookcountyil.gov/PaidLeave for more information.

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and 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.



REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



RETALIATION

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



REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:

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

Springfield:

524 S. 2nd St., Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Website: dhr.illinois.gov

Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr

Printed by the Authority of the State of Illinois version IDHR 9/2022