

Premier Staff Services Illinois Employee Paid Leave Policy Overview

Effective January 1, 2024

In accordance with the Paid Leave for All Workers Act (PLAWA) in Illinois, Premier has established a paid leave policy that is designed to support the well-being and work-life balance of our employees while maintaining operational efficiency. This policy outlines the eligibility, accrual, and usage of paid leave for employees at Premier.

Eligibility

- All Illinois W-2 employees are eligible for paid leave after 90 days of employment. This benefit is available to full-time, part-time, and temporary employees.

Accrual and Usage

- Employees are entitled to earn up to a minimum of 40 hours (5 days) of paid leave during a 12-month period, based on the accrual rate of one hour per every 40 hours worked.
- Paid leave begins to accrue at the commencement of employment or on January 1, 2024, whichever is later. Employees are eligible to use accrued paid leave 90 days after the commencement of their employment or 90 days following January 1, 2024.
- Leave can be used for any reason at the employee's discretion. However, Premier requires that leave be pre-scheduled, except in cases of unforeseeable emergencies.
- No Call No Shows will not be considered payable under this policy. Call the Premier attendance line/recruiter prior to starting schedule.
- The minimum duration for a single leave request is 2 hours.
- Leave requests must be approved in advance by the employer. Approval may be denied during peak seasons, holidays, or other high-demand periods.

Carryover and Cash Out

- Unused paid leave will carry over to the next 12-month period, with a maximum of 40 hours of paid leave available per year. There is no cash-out option for unused paid leave upon termination, resignation, or retirement.

Request and Approval Process

- To request paid leave, employees must submit a leave request through Paycom.com or the Paycom App Employee Self Service. Instructions for submitting a leave request can be found by contacting your recruiter or HR.

1. Time Off Request
2. Request Time Off
3. Add Request
4. Select Type of Time off- IL PTO
5. Minimum of 2 hours
6. Select Date
7. Input Start Time
8. Input a reason, not required

- Employees can track their accrued and available paid leave time through Paycom.com or Paycom App Employee Self Service
 1. Time Off Request
 2. Time Off Balances (IL PTO)
- Paid leave must be requested at least 7 days in advance, except in unforeseeable circumstances. Leave requests should specify the reason for leave for internal tracking purposes, though disclosure of the specific reason is not mandatory.
- Minimum increment for leave usage is set at 2 hours. Leave cannot be used to extend lunch breaks or for partial workday absences less than the minimum increment.
- Leave requests may be denied during peak seasons, holidays, or other critical operational periods at Premier's discretion.

Tracking Leave

- Employees can track their accrued and used paid leave through Paycom.
- Paycom will provide up-to-date information on leave balances, ensuring employees are aware of their available time off.

Additional Provisions

- This policy is in accordance with the Paid Leave for All Workers Act (PLAWA) and respects all state and federal regulations concerning employee leave.
- Premier reserves the right to modify this policy in compliance with any future legislative changes or to better meet the needs of both the company and its employees.
- This policy shall be administered in a manner that ensures fair and equitable treatment of all employees.

Non-Retaliation

- Premier prohibits retaliation against any employee for using paid leave, requesting paid leave, or participating in any manner protected under the PLAWA. Any concerns or disputes regarding paid leave should be directed to HR for review and resolution.

Notice and Acknowledgment

- Premier will provide all employees with a copy of this paid leave policy and will post it in a conspicuous place on the website www.premierstaffservices.net
- By using the paid leave provided under this policy, employees acknowledge they have read, understood, and agreed to the terms and conditions outlined herein.

Conclusion

Premier is committed to supporting our employees' needs for rest, recuperation, and personal time off while ensuring that our operations remain effective and efficient. This policy is designed to balance those needs and is subject to review and revision to remain in compliance with applicable laws and the needs of our customer's workforce.