



Time Off Requests

GUIDELINES

TIME OFF POLICIES

Paid Leave (PLP) All employees earn 1 hour every 40 hours worked. Capped at 40 hours per year. Usage between January 1 through December 31 every year. New hires earn from day one - may use after 90 days.

Paid Sick Leave Eligible employees working in Chicago and/or participating cook county municipality earn 1 hour of sick time every 40 hours worked. Capped at 40 hours per year. Usage between January 1 through December 31 every year. Eligible new hires earn from day one - may use after 180 days. Medical note is required after three (3) days of absence/sick leave to ensure safety upon return to workplace.

Paid Vacation - FT Crew Eligible full-time employees earn paid vacation by years of service based on hours worked. 1-2 Yrs of Service - annual max accrual 40 hours - pro-rata of .01923 by hours worked. 3 Yrs or more of service - annual max accrual 80 hours - pro-rata of .03846 by hours worked. Usage between accrual dates (date of hire/rehire date/change of status). Vacation pay may not be combined with Paid Leave.

Unpaid Time Off Employees may request unpaid time off pending review and approval.

AUTO RESPONSE

Approved: Your time off is officially approved. Thank you for all your hard work!

Aprobado: Su tiempo libre está oficialmente aprobado. Gracias por todo su trabajo!

Denied: This time frame is not available due to company needs and/or other approved time off. Please call me to review other possible dates.

Negado: Este período de tiempo no está disponible debido a las necesidades de la empresa y/u otro tiempo libre aprobado. Por favor llámeme para revisar otras fechas posibles.

ZERO OR NEGATIVE BALANCES

Denied: Your balance is zero (or has negative balance) please submit your request as unpaid time off to review.

Negado: Su balance es cero (o tiene balance negativo) por favor someter su solicitud como tiempo libre sin pago (Unpaid Time Off) para revision.

ONE EMPLOYEE W/MULTIPLE MANAGERS

The system only allows **one supervisor** to be assigned **by employee**. You know your workforce best! Please ensure to notify the other manager when an employee assigned to you who works with them about time off request. Collaborate with other manager to provide a response to the employee.

RESTRICTED PERIOD CALENDAR

The following dates are restricted time off periods.

2024

- July 3 & 5
- October 31
- November 27 - 29
- December 23 - December 31

2025

- January 1 - January 5
- July 3 & 5
- October 31
- November 26 - 28
- December 22 - December 31

DELEGATING ACTIVITIES

While you are on vacation you may delegate time off approvals/denials to another manager. In Workforce Now, go to My Team>Delegated Activities. Delegate tasks to someone else, select length of delegation, provide permissions with information to delegate.

MY TEAM CALENDAR

In Workforce Now, you can view *My Team calendar* to show pre-approved time off. You can filter by Time Off and change time frame to view previously approved time off. Use this tool to keep track of coverage needed for the week.

OTHER RESOURCES

Follow these links to learn more about these topics.

[Time Off](#)

[Delegated Activities](#)

[Approving Time Off](#)



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