

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 1/1/2024
RE: Illinois Accrued Paid Time Off



Illinois employees will accrue paid leave at the rate of not less than one hour for every 40 hours worked, beginning January 1st, 2024 or at the commencement of employment, whichever is later.

Employees may not accrue more than forty (40) hours / five (5) days of paid time off during each calendar year. Accrued, but unused time shall carry over to the following year up to 40 hours. Employees may not use more than 40 hours of paid sick leave per year,

Employees are entitled to begin using the paid leave under the law 90 days following commencement of their employment or on March 31, 2024, whichever is later.

Employees are entitled to use accrued paid leave for any reason, upon written or oral request.

Paid Time Off leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day. Paid Time Off pay will be paid out at the employee’s normal hourly pay rate.

When possible, employees should notify their supervisor in advance (no less than 7 days) of their need to use available paid time off .

Accrued but unused paid time off leave will not be paid upon termination. If the employee is rehired within 6 months after separation, any previously unused paid leave must be reinstated.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

For more information you can go to labor.illinois.gov, or email DOL.PaidLeave@illinois.gov