



# CHICAGO OFFICE OF LABOR STANDARDS



## PAID LEAVE

### REQUIRES PAID LEAVE TO BE USED FOR ANY REASON (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Leave (PL) for any reason for an Employee's choosing

Earning Leave	Using Leave	Carrying Over
PL accrues at a rate of 1 hour of PL for every 35 hours worked (up to 40 hours in a 12- month period)	Employees must be allowed to use accrued PL no later than on the 90 <sup>th</sup> day following the commencement of employment	Up to 16 PL hours can be carried over between 12-month periods (if PL is not frontloaded)



## PAID SICK AND SAFE LEAVE

### REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY REASONS (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Sick Leave (PSL) for medical and safety reasons for both the Employees and their family members

Earning Leave	Using Leave	Carrying Over
PSL accrues at a rate of 1 hour of PSL for every 35 hours worked (up to 40 hours in a 12- month period)	Employees must be allowed to use accrued PSL no later than on the 30 <sup>th</sup> day following the commencement of employment	Up to 80 PSL hours can be carried over between 12-month period



## EMPLOYER POLICIES

### EMPLOYERS MUST PROVIDE PAID TIME OFF POLICIES (MCC 6-130)

Policies	Payout of PL upon employment termination
<ul style="list-style-type: none"> <li>Establishment of Paid Time Off Policies, Employer must share Paid Time Off policies with Employees; Paid Leave can be reasonably denied; minimum usage increments cannot exceed 4 hours for PL and 2 hours for PSL</li> </ul>	<ul style="list-style-type: none"> <li>Small Employers (1-50 employees) are exempt</li> <li>Medium Employers (51-100 employees) and Large Employers (101+ employees) must pay out up to 56 hours</li> </ul>



## FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at [Chicago.gov/LaborStandards](https://www.chicago.gov/LaborStandards).



## ADDITIONAL RESOURCES AND CONTACT INFORMATION

[Chicago.gov/LaborStandards](https://www.chicago.gov/LaborStandards)

Additional guidance and resources are available at the above listed website. You can find FAQ (frequently asked question) forms, and applicable Promulgated Rules and Regulations for all Chicago Labor Laws.

Address of OLS	E-mail and Phone Number of OLS	Webinar Recordings
Office of Labor Standards 2350 West Ogden Avenue, 2 <sup>nd</sup> Floor Chicago, Illinois 60608	You can reach the OLS at: <a href="mailto:bacplaborstandards@cityofchicago.org">bacplaborstandards@cityofchicago.org</a> Or 312-744-2211	OLS routinely hosts educational webinars on Chicago's Labor Laws, recordings of those webinars can be accessed at <a href="https://www.youtube.com/ChicagoBACP">YouTube.com/ChicagoBACP</a>



This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2025. Last updated May 31, 2025.

Scan QR Code to find info for each Labor Law:

