

**Paid Leave Policy for the Paid Leave for All Workers Act**  
***CHAMPAIGN COUNTY MENTAL HEALTH BOARD AND***  
***CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD***  
**CHAMPAIGN COUNTY, ILLINOIS**

**1. Purpose & Application**

a. This policy describes the implementation of the Paid Leave for All Workers Act (“PLAWA”, “the Act”, 820 ILCS 192/1 *et seq.*) by the Champaign County Mental Health Board and Champaign County Developmental Disabilities Board Staff Office (“CCMHMB-CCDDB Staff”, “Office”, “Department”, or “employer”).

b. This policy does not affect the validity or change the terms of any collective bargaining agreement (“CBA”) applicable to any of this Department’s employees. See 820 ILCS 192/15(n). All aspects of leave for employees covered by a CBA shall continue to be governed by their CBA, not this policy.

c. This policy does not provide any benefit to any person who does not meet the definition of “employee” under the Act and applicable law.

d. This policy addresses only vacation leave and personal leave, applying the Act, and does not make any changes whatsoever to any other forms of leave.

e. This policy is not exhaustive of all scenarios and does not restate the Act, nor related regulations, in their entirety. This policy shall be construed to give harmonious effect to the Act and all other applicable laws and policies, with the intent to allow employees to use their (already-provided) paid leave in a reasonable manner which does not significantly impact the employer’s operational needs and ensures the provision of needs and services critical to the health, safety, or welfare of the people of Illinois.

**2. Provision of Leave**

a. As of the effective date of the Act (January 1, 2024), this employer was already providing paid leave (in the forms of vacation leave and personal leave) to its eligible employees in an amount more generous than required by the Act. This policy permits and shall be construed and implemented in a manner that credits vacation leave and personal leave as leave provided under the Act. Nothing in this policy shall be construed to increase the accrual or amount of paid leave already provided.

**3. Use of Paid Leave (Time Off Requests)**

a. Vacation leave and personal leave may be taken for any reason of the employee’s choosing, and the employer will not require the employee to provide the employer a reason for those forms of leave, nor require documentation or certification as proof or in support of those forms of leave. Nothing in this policy shall be construed to limit the employer’s ability to lawfully inquire regarding other forms of leave (e.g., sick, FMLA), nor limit the employer’s ability to make other inquiry as necessary to administer this policy, other policies, and all other lawful obligations of the employer.

b. An employee shall be allowed to use vacation and/or personal leave before using any other leave benefits provided by this employer or State law and shall be allowed to use any other leave benefits provided by this employer before using vacation and/or personal leave, provided such use is consistent with applicable law.

c. Employees requesting to use vacation or personal leave must provide notice to the

employer as follows:

- i. If use of paid vacation or personal leave is foreseeable, the employee must provide *at least 7* calendar days' notice to the employer before the date the leave is to begin.
- ii. If use of paid vacation or personal leave is not foreseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
- iii. The default procedure for employees to provide notice is for the employee to communicate their request to their supervisor, seeking approval, with follow-up communication to the staff member who handles payroll for this Department and notation of approved leave on all relevant office calendars or schedules. (e.g., for all CCMHB-CCDDB employees, that would be to the Executive Director, and follow-up communication at staff meetings or otherwise to confirm that approved leave is noted on the 'office calendar' and weekly schedules.) Email is preferred, but not required. Alternative procedures for notice may be accepted at the discretion of supervisors or their designee.
- iv. Employees subject to this policy shall be notified of any change to this policy's notification requirements within 5 calendar days of the change.
- d. This policy adopts the CCMHB-CCDDB's Statement of Operational Needs, attached hereto and incorporated by reference herein, which may be amended from time to time.
- e. The Act prohibits an employer from requiring, as a condition of providing paid leave under the Act, that the employee search for or find a replacement worker to cover the hours during which the employee takes leave; however, operational needs may be considered as a factor when determining whether granting the request for leave during a particular time period would significantly impact the CCMHB-CCDDB's operations due to this Office's size and/or impact this Office's provision of needs and services critical to the health, safety, or welfare of the people of Illinois. See 56 Ill. Admin. Code 200.310.
- f. Vacation and personal leave requests (still) require supervisor approval and may be denied by the employer in a manner consistent with the Act, the administrative rules applicable to the Act, and applicable law. Denials shall be memorialized in writing.

**So adopted as policy.**

Dated: March 25, 2024



---

Executive Director  
CCMHB-CCDDB  
Champaign County

*Attachment: CCMHB-CCDDB Statement of Operational Needs*

***Champaign County Mental Health Board and Champaign County  
Developmental Disabilities Board (CCMHB-CCDDB) Office***

**Statement of Operational Needs**

The Champaign County Mental Health Board and Champaign County Developmental Disabilities Board (CCMHB-CCDDB) Office includes in its core operations providing critical services necessary to the health and welfare of the people of Illinois through the orderly and efficient administration of service system planning, funding, and monitoring, and adherence to time-critical deadlines as determined under applicable state and federal rules and as set by the Boards. To support the missions of each of the Champaign County Mental Health Board and the Champaign County Developmental Disabilities Boards and in fulfillment of their respective obligations under state statute, core operations include, but are not limited to: planning and implementation of community awareness events and public meetings of the boards and related committees or forums; development of strategic plans and needs assessments, annual reports and funding allocation priorities, timelines for all allocation related activities, meeting schedules, and related; management of all procurement processes; evaluation of requests for funding with written reports for consideration; written recommendations for the allocation of funds; development, implementation, and monitoring of contracts for services; timely payment on contractual obligations; collaboration with various partners on matters of importance to the CCMHB or CCDDB; presentation of financial statements and budgets; and continuing education, and support for board members, to stay abreast of developments in the care of mental health, substance use disorders, and intellectual and developmental disabilities as well as in the regulatory and payment systems and any policy issues impacting the target populations, service providers, boards, and their staff.

Timely accomplishment of core operations requires a minimum number of employees depending on the volume of allocation-related projects (at least four employees, though times may be staggered during project phases), community collaborations or events (at least one employee), business hour office coverage (at least one employee), and board meetings being prepared or conducted (at least three employees) at a given time, including both scheduled and unscheduled matters, and may separately require employees with certain expertise, or a subset of employees, depending on the nature, quality, and quantity of the tasks to be completed.

The exact number and composition of employees necessary in a future period is not readily predictable, as needs will rise and fall based on factors outside the control of the CCMHB-CCDDB, such as the number of requests for funding to be reviewed or contracts to be developed and managed or policy changes to be analyzed for their impact on local service systems, to which the CCMHB-CCDDB must attend in any given period.

While this statement is intended to be comprehensive, it cannot reasonably predict every possible situation and/or emergency. In addition to the circumstances stated above, the limited circumstances in which paid leave may be denied in order to meet core operational needs shall also include emergencies, unique or unusual circumstances, and

special events. An employee's request to use paid leave may be denied in order to meet core operational needs even if those circumstances are not specifically stated above; however, denial of a request to use paid leave (esp. for leave subject to the Paid Leave for All Workers Act) must comply with state, federal, and local laws.

*Last updated: March 25, 2024*