



# Cook County Commission on Human Rights

## Cook County Paid Leave Ordinance NOTICE TO EMPLOYEES

### **You are covered by the Cook County Paid Leave Ordinance (PLO) if:**

1. You work for an employer in Cook County; and/or
2. Your employer has a place of business in Cook County.

### **You are entitled to:**

- Earn at least one (1) hour of paid leave for every 40 hours worked;
- Use paid leave for any reason; and
- Be paid for leave at your usual rate of pay.

**If you believe your employer has not issued the paid leave you are entitled to, or, has violated the Ordinance in another way, you can file a complaint with the Cook County Commission on Human Rights:**

- You may begin the complaint process by contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday, 9 a.m. to 4 p.m., by telephone or email.
- More information and forms for filing a Paid Leave complaint are available at [www.cookcountyil.gov/PaidLeave](http://www.cookcountyil.gov/PaidLeave)

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|  | <b><i>Earn<br/>one (1) hour of<br/>paid leave for<br/>every 40 hours<br/>worked</i></b> |
| <b><i>Use paid leave<br/>for <u>any reason</u></i></b>                               |    |

*Effective Date 12/31/2023*