



Dear Faculty and Staff,

DePaul University prides itself on the many ways it supports its workforce and has always prioritized employee wellbeing. Bolstering DePaul's existing leave policies, the City of Chicago recently passed the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance. Beginning July 1, 2024, all employees are now eligible for up to 40 hours of paid leave **and** 40 hours of paid sick leave each year.

Paid Sick Leave, which is covered under DePaul's Sick Time, Short and Long-Term Disability policy, is intended to be used when you are sick or you are taking care of a sick family member.

Paid Leave, which is covered under a new Paid Leave policy, is intended to be used for any reason.

Highlights of the new and updated policies include (effective 7/1/24):

- For employees who already accrue sick time, they will accrue it at a rate of 1 hour for every 35 hours worked (formerly 40 hours worked).
- For all employees **who don't already accrue** vacation, they will accrue paid leave at a rate of 1 hour for every 35 hours worked. Other details include:
  - Up to 40 hours of paid leave can be accrued every year.
  - Up to 16 hours of unused paid leave can be carried over at the end of the year.
  - Upon termination, any unused paid leave will be paid out.
  - If you haven't had an active assignment at DePaul for 60 or more days, you may request a payment of any unused paid leave.
  - Employees can start using paid leave on September 30, 2024.

Human Resources has updated the [Paid Leave page](#) on the Benefits website to help you understand how these laws may impact you.

If you have any questions, please visit the [HR and Payroll Help Center](#), HR website, or reach out to the [HR Benefits team](#).

Sincerely,

Human Resources