

# DEPAUL UNIVERSITY

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## Paid Leave

**Category:** Human Resources

**Responsible Department:** Benefits

**Responsible Officer:** Vice President, Human Resources

**Effective Date:** 06/26/2024

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### Policy Summary

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The purpose of this policy is to establish a Paid Leave policy that complies with the Illinois Paid Leave for Workers Act, Cook County Paid Leave ordinance, and the Chicago Paid Leave, Paid Sick and Safe Leave ordinance.

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### Scope

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This policy affects all employees not covered by the university's Vacation policy, which includes the following groups of the university:

- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Student Employees

Employees covered by a collective bargaining agreement are excluded from this policy.

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### Policy

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#### Paid Leave

For full-time and part-time faculty, part-time staff, and student employees who are not otherwise eligible for vacation time under DePaul's Vacation policy, up to forty (40) hours of paid leave during a calendar year may be accrued and can be used for any reason. Employees will start accruing paid leave hours effective July 1, 2024 and may begin using accrued paid leave hours September 30, 2024. Employees hired after July 1, 2024 will begin accruing leave upon hire and can begin to use their paid leave after September 30, 2024. Anyone hired after September 30, 2024 will accrue paid leave and can begin using it immediately.

## **Accrual**

### *Part-Time Staff (including Student Employees Paid Hourly)*

Part-time staff will accrue paid leave at a rate of one (1) hour for every thirty-five (35) hours worked. Accruals will be capped at 40 hours per calendar year.

### *Full-Time Faculty*

Full-time faculty will accrue one (1) hour of paid leave per week, up to a maximum of forty (40) hours per calendar year. Paid leave will accrue every week, regardless of whether classes are in session. Paid leave will continue to accrue if the full-time faculty member is on sabbatical or URC leave.

### *Part-Time Faculty and Student Employees Paid via Stipend*

Part-time faculty members will accrue 1.25 hour of paid leave for each one (1) credit hour taught per quarter, up to a maximum of forty (40) hours per calendar year. For example, if a part-time faculty member teaches two (2) courses, each worth four (4) credit hours, they would be granted ten (10) credit hours at the start of the quarter.

### *Multiple Roles*

For those who have multiple roles at DePaul, eligibility for paid leave and paid leave hour accruals will be based on their primary role.

## **Accruals While on Leave**

Paid leave continues to accrue during brief illnesses, while on short-term disability leave, during Family Medical Leave Act (FMLA) leaves, and for all other approved leaves (paid and unpaid) with the exception of personal leaves or long-term disability.

## **Carryover**

Up to 16 hours of paid leave can be rolled over each calendar year. Any hours in excess of 16 will be forfeited at the end of the year. For example, if an employee accrues 40 hours of paid leave in a year without using any, 16 hours would rollover to the next year and 24 hours would be forfeited. No compensation will be paid for forfeited paid leave hours. As of December 31 each year, paid leave in excess of 16 hours will be forfeited.

## **Usage**

Employees may use up to 56 hours of paid leave per calendar year. Employees may not use hours in excess of those they have accrued. Negative paid leave balances are not permitted.

## **Paid Leave Increments and Tracking**

Paid leave can be used in increments as small as one (1) hour. Paid leave accruals, as well as paid leave time taken, are reflected on each employee's paycheck. Employees must record paid leave hours taken on the Time Reporting and Approval system.

### **Manager Approval**

Paid leave may be taken for any reason. However, manager approval is still required prior to taking paid leave for the purposes of ensuring the operations of the university.

### **Termination**

Upon termination of employment, all accrued and unused paid leave (up to fifty-six (56) hours) will be paid out on or after the last paycheck in accordance with applicable law. For part-time staff (including student employees), accrued and unused paid leave will be paid out using the most recent hourly rate.

For full-time faculty, an hourly rate of pay will be calculated by dividing annual contract pay by 1,820 hours. Accrued and unused paid leave will be paid out using this calculated hourly rate of pay.

For part-time faculty and student employees paid via stipend, total hours worked per year will be calculated at a rate of five (5) hours worked for each one (1) hour of class time for each calendar year. An hourly rate of pay will be calculated by summing total year-to-date contract pay for classes taught and dividing by total hours worked. Accrued and unused paid leave will be paid out using this calculated hourly rate of pay.

If an employee has not received an active work assignment within sixty (60) days of their last day of work, they may request a payment of any accrued and unused paid leave.

### **Retaliation Prohibited**

DePaul prohibits discrimination or retaliation against an employee for the exercise of paid leave under this policy.

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## **Procedures**

None.

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## **Divisional Collaborations**

Finance - Payroll

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## **Contact Information**

### **Office of Human Resources**

14 East Jackson Blvd.  
15th Floor

Chicago, Illinois 60604

(312) 362-8500

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## **Appendices**

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None.

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## **History/Revisions**

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Origination Date: 06/26/2024

Last Amended Date: 06/26/2024