

AARON THOMAS

**ILLINOIS SUPPLEMENT TO EMPLOYEE
HANDBOOK**

January 2026

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GENERAL INFORMATION

About This Illinois Supplement

The Company is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Illinois employees will receive the Company's Employee Handbook and the Illinois State Supplement to the Employee Handbook.

This State Supplement applies only to Illinois employees. It is intended as a resource containing specific provisions derived under Illinois law that apply to the employee's employment. It should be read together with the Employee Handbook and, to the extent that the policies in this State Supplement are different from or more generous than those in the Employee Handbook, the policies in this State Supplement will apply.

This State Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. Only the Chief Executive Officer ("CEO") of the Company has the authority to enter into an agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the CEO.

If employees have any questions about these policies, they should contact Human Resources.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the Employee Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, reproductive health decisions, family responsibilities, protective order status, disability, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status or work authorization status, genetic information, ancestry, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider), use of lawful products outside of work during nonworking hours, family responsibilities, and reproductive health decisions. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history and with the Illinois law prohibiting sexual harassment of unpaid interns.

Sexual and Other Prohibited Harassment

The Company is committed to providing a work environment free of harassment. The Company complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, reproductive health decisions, family responsibilities, protective order status, physical or mental disability, military status, sexual orientation (including actual or perceived orientation), gender identity, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), unfavorable discharge from military service, citizenship status, certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of the Company, including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

All employees are expected to comply with the Company's Sexual and Other Prohibited Harassment policy as set forth in the National Handbook. While the Sexual and Other Prohibited Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the National Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106. Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

Sexual and Other Prohibited Harassment [Chicago Employees]

Sexual harassment is illegal in Chicago, in addition to being unlawful under state and federal laws. The Company is committed to providing a work environment free of harassment. The Company complies with Illinois and Chicago law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, religion, sex, national origin, ancestry, age (40 or over), marital status, protective order status, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), reproductive health decisions, family responsibilities, parental status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, genetic information, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider), use of lawful products outside of work during nonworking hours, unfavorable discharge from military service, certain arrest or criminal history records, lawful source of income, and citizenship status or work authorization status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of the Company, including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

Under the Municipal Code of Chicago, "sexual harassment" is defined as any:

- Unwelcome sexual advances or unwelcome conduct of a sexual nature; or
- Sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position; or
- Requests for sexual favors or conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
 - Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct that may be considered sexual harassment includes, but is not limited to:

- Repeated, unwelcome sexually suggestive comments, gestures, emails, or pictures.
- Unwelcome physical contact of a sexual nature.
- Requests for sexual favors in exchange for an employment benefit such as a raise or promotion.
- Subtle or direct threats that a sexual or personal relationship is required for employment, promotion, or other favorable treatment in the workplace.

All employees are expected to comply with the Company's Sexual and Other Prohibited Harassment policy set forth in the National Handbook. While the Sexual and Other Prohibited Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

All employees are required to participate in sexual harassment prevention training and bystander training on an annual basis.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful under Chicago, Illinois and federal laws and will not be tolerated.

In addition to the complaint procedures set forth in the National Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR) and/or the Chicago Commission on Human Relations (CCHR).

The IDHR may be reached at the following locations:

Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: www.illinois.gov/dhr. Email: IDHR.Intake@illinois.gov.

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

The CCHR's office is located at 740 N. Sedgwick, 4th floor, Chicago, IL 60654, telephone number (312) 744-4111, (312) 744-1088 (TTY), fax number (312) 744-1081. The CCHR website is <https://www.chicago.gov/city/en/depts/cchr.html>

Pregnancy Accommodation

In addition to the pregnancy accommodations provided in accordance with the federal Pregnant Workers Fairness Act, as described in the National Handbook, the Company will provide employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act, a reasonable accommodation will be provided unless the accommodation would impose an undue hardship to the Company's ordinary business operations.

Reasonable accommodations may include but are not limited to: more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and other terms and conditions of employment upon their notification to the Company of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the company's business operations.

The Company may request certain documents from the individual's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide requested documentation to the Company.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

Accommodation for Victims of Domestic Violence, Sexual Violence, Gender Violence or any Criminal Violence

The Company will provide reasonable accommodations for qualified employees or applicants for employment who are or are perceived to be the victim of domestic violence, sexual violence (including sexual assault and stalking), gender violence or any other crime of violence, or who are the family or household member of such a victim, unless providing the accommodation will impose an undue hardship on the Company's business operations. For purposes of this policy, a "family or household member" means a: spouse; civil union partner; parent; grandparent; child; grandchild; sibling; other person related by blood or by present or prior marriage or civil union;

other person who shares a relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or a person jointly residing in the same household with the employee). Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace or a work requirement in response to actual or threatened domestic, sexual or gender violence, or any other crime of violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence or any other crime of violence that occurs in the workplace or related settings.

Employees may also be entitled to a leave of absence under the Leave for Victims of Domestic Violence, Sexual Violence, Gender Violence, or any other Crime of Violence policy set forth in this Illinois Supplement and should consult that policy and or Human Resources for additional information.

The Company will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual, gender or any criminal violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence or any other crime of violence against the individual or the individual's family or household member.

The Company will keep all information pertaining to an employee's request for an accommodation confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law. This includes any statement of the employee or other documentation, record or corroborating evidence and the fact that the employee has requested or obtained an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

Religious Accommodation

Employees and applicants for employment may request a reasonable accommodation for their sincerely held religious beliefs, practices, and/or observances, including but not limited to the wearing of any attire, clothing or facial hair in accordance with the requirements of their religion.

In line with the Illinois Human Rights Act, a reasonable accommodation will be provided unless such accommodation would impose an undue hardship on the conduct of the Company's business.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request accommodations or otherwise exercise their rights under the Illinois Human Rights Act. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

GENERAL EMPLOYMENT PRACTICES

PAY PRACTICES

Meal Breaks

Employees who work a shift of between seven and one-half consecutive hours and twelve consecutive hours will be provided one 20-minute meal break, to begin no later than five hours after the start of work. Employees who work a shift of between twelve and sixteen and one-half consecutive hours will be provided two 20-minute meal breaks, with the first to begin no later than five hours after the start of work. The second break will generally be taken after the beginning of the twelfth hour of work. Employees who work more than sixteen and one-half consecutive hours of work will be provided a third 20-minute meal period, and employees who work a shift in excess of twenty-one consecutive hours of work will be provided a fourth 20-minute meal period. During the break, employees will be relieved of all duties. Reasonable time using restroom facilities will not be considered a meal period.

An uninterrupted meal break lasting 30 or more minutes will be unpaid. All nonexempt employees must record their meal breaks.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should notify a Human Resources representative immediately and, if possible, prior to the beginning of the fifth hour of work or other applicable time frames.

All employees, both exempt and non-exempt, are provided meal breaks in accordance with this policy. The Company does not require exempt employees to record meal periods, but exempt employees who feel that they are being prevented from taking meal breaks are required to notify Human Resources in accordance with the preceding paragraph.

Discussion of Wages

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing their wages or the wages of another employee. The Company will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee.

The Company also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise their rights under the Illinois Equal Pay Act.

This policy does not apply to disclosure of other employees' wage information by representatives who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information.

TIME OFF AND LEAVES OF ABSENCE

Illinois Paid Leave

The Company provides eligible employees with Illinois Paid Leave pursuant to the Illinois Paid Leave for All Workers Act and the Cook County Paid Leave Ordinance, if applicable.

Eligibility

All employees who work in Illinois for the Company are eligible to receive Illinois Paid Leave under this policy.

Annual grant of Illinois Paid Leave

The company provides a one-time grant of up to 40 hours of Illinois Paid Leave to employees at the beginning of employment; thereafter, employees will be eligible to receive PTO in accordance with the company's PTO policy.

For employees who become eligible for Illinois Paid Leave under this policy after the start of the benefit year, the company will grant a prorated amount of Illinois Paid Leave, up to a maximum of 40 hours, based upon the amount of Illinois Paid Leave the employee would otherwise accrue during the benefit year as set below.

Hire date	Amount of granted Illinois Paid Leave for full-time employees
January through April	40 hours
May	35 hours
June	31 hours
July	26 hours
August	22 hours
September	17.5 hours
October	13.5 hours
November	9 hours
December	4.5 hours

AMOUNT OF GRANTED ILLINOIS LEAVE FOR PART-TIME EMPLOYEES

	Ja n	Fe b	Ma r	A pr	Ma y	Jun e	Jul y	Au g	Sep t	Oct	No v	De c
30- 39 hou rs	40 hr s	40 hrs	40 hrs	40 hr s	35 hrs	31 hrs	26 hrs	22 hrs	17. 5 hrs	13. 5 hrs	9 hrs	4. 5 hr s
20- 29 hou rs	40 hr s	35 hrs	32 hrs	29 hr s	26 hrs	22. 5 hrs	19. 5 hrs	16 hrs	13 hrs	10 hrs	7 hrs	3. 5 hr s
10- 19 hr s	30 hr s	23 hrs	21 hrs	19 hr s	17 hrs	15 hrs	13 hrs	11 hrs	9 hrs	6.5 hrs	4.5 hrs	2. 5 hr s
0-9 hou rs	15 hr s	11. 5 hrs	10. 5 hrs	9. 5 hr s	8.5 hrs	7.5 hrs	6.5 hrs	5.5 hrs	4.5 hrs	3.5 hrs	2.5 hrs	1. 5 hr s

Illinois Paid Leave that remains unused at the end of the calendar year will be lost and will not carry over from one year to the next.

Using Illinois Paid Leave

Employees cannot use Illinois Paid Leave until their 90th calendar day of employment with the company.

Illinois Paid Leave may be used for any reason of the employee’s choosing, so long as such use is in accordance with this policy and applicable law. An employee’s request for Illinois paid leave may be denied due to operational necessity if it would interfere with operational issues such as: minimum staffing thresholds, production demands/issues, holiday periods or high volume seasons, accommodating other employees’ leave and time off requests, especially during holidays or the end of the year, or meeting customer service expectations and deadlines.

Employees may use a maximum of 40 hours of Illinois Paid Leave per benefit year.

Employees must use Illinois Paid Leave in an initial increment of at least two hours and then in increments of 15 minutes, to cover all or part of a workday.

To the extent allowed by applicable law, the company reserves the right to require the use of Illinois Paid Leave during an absence from work. Employees are not required to search for or find a replacement worker to cover the period during which they use Illinois Paid Leave.

Notice Required

If the need to use Illinois Paid Leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least seven (7) days' advance notice to their direct manager of an absence from work. If the need to use Illinois Paid Leave is unforeseeable, employees must provide notice to their direct manager as soon as practicable after the employee is aware of the need for leave. Employees may provide notice to their direct manager by calling, texting, or emailing them.

When notifying the company of the need to use Illinois Paid Leave, an employee should include the anticipated duration of the absence, when possible.

In all circumstances, employees are responsible for specifying that they are requesting to use Illinois Paid Leave to cover their absence (as opposed to, for example, time off under the PTO policy, so that the absence may be designated as Illinois Paid Leave. Employees are not required to provide the company a reason for their leave.

Discipline for Unprotected use of Illinois Paid Leave

Discipline – up to and including termination – may be taken against an employee who uses Illinois Paid Leave in a manner not consistent with applicable law, or who violates this policy's requirements concerning requesting, using, and/or recording use of Illinois Paid Leave.

Rate of Pay

The rate of pay for Illinois Paid Leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The company does not pay employees for unused Illinois Paid Leave at any time, including upon separation from employment for any reason, except as required by applicable law.

If an employee's employment with the company ends and the employee is rehired within twelve (12) months of employment ending, and Illinois Paid Leave was not paid out at separation of employment, the employee's previously unused Illinois Paid Leave balance will be reinstated and made available for use in accordance with applicable law.

Anti-discrimination and Retaliation

As long as the use of Illinois Paid Leave complies with the requirements of this policy and applicable law, the company will not count employees' use of Illinois Paid Leave as an absence or "occurrence" under any company attendance policy. Therefore, any such use of Illinois Paid Leave will not lead to or result in discipline, demotion, suspension or termination.

The company will not retaliate or discriminate against any employee for requesting or using Illinois Paid Leave for authorized circumstances or for making a complaint or informing a person about a suspected violation of this policy, cooperating or participating in any investigation,

administrative hearing or judicial action regarding an alleged violation, opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law, or informing any person of their potential rights under the law.

Paid Time Off

This policy applies to employees who work in Illinois. We provide our employees with paid time off (PTO) from work. PTO may be taken for vacation, sick and safe time, medical appointments, or any other purpose (e.g. Rest, relaxation, and personal pursuits, and so on). All employees are eligible to receive PTO as described in this policy.

For purposes of this policy, an employee’s first full or partial calendar year of employment is referred to as year zero, e.g., if an employee is hired on March 15th, then year zero runs from March 15th through December 31st.

Grant of PTO

Hourly/Non-exempt Employees

Starting with January of an employee’s year one with the company, they will receive a grant of PTO according to the following schedule:

Years of service	Annual amount
January of year 1	40 hours
2 years to completion of 5 years	48 hours/6 days
6 years of service plus	80 hours/10 days

Salaried/Exempt Employees

Exempt employees will receive a grant of PTO based upon when they started working for the company.

For those employees who began working for the company prior to December 31, 2024, the following schedule sets out their grant schedule:

Years of service	Annual amount
January of year 1	Hired January 1 to March 31 of year 0 = 120 hours Hired April 1 to June 30 of year 0 = 90 hours Hired July 1 to September 30 of year 0 = 60 hours Hired October 1 to December 31 of year 0 = 40 hours
2 years to completion of 9 years	120 hours/15 days
10 years of service plus	160 hours/20 days

For those employees who began working for the company on or after December 31, 2024, the following schedule sets out their grant schedule:

Years of service	Annual amount
January of year 1	Hired January 1 to March 31 of year 0 = 80 hours Hired April 1 to June 30 of year 0 = 65 hours Hired July 1 to September 30 of year 0 = 50 hours Hired October 1 to December 31 of year 0 = 40 hours
2 years to completion of 9 years	80 hours/10 days
10 years of service plus	120 hours/15 days

Changes to the PTO grant amounts as indicated on the schedule above become effective in January of an employee’s eligible employment anniversary year with the company.

Carryover of PTO:

Any unused PTO as of December 31st of each year will carryover from year to year.

PTO Request Procedures:

Unless PTO is being used in conjunction with FMLA leave, another protected leave, emergencies, or for PST reasons, and in order to balance business and personal needs, all requested PTO days must be authorized by your manager. We request that all PTO requests that are not being used for such purposes, be submitted at least two weeks in advance for PTO lasting longer than five work days and for any PTO request in excess of ten workdays, such request should ideally be submitted four weeks in advance of the time off. The more advance notice that is provided, the greater the likelihood that the request can be granted. Requests will be reviewed and approved at the company’s discretion based on a number of factors, including business needs and staffing requirements. We reserve the right to deny requests to use PTO for such reasons and/or to cancel previously approved PTO requests. The company reserves the right to require an employee to use PTO, including during periods of furlough or other shutdowns as well as during leaves of absence to the extent permitted by applicable law.

If you are using PTO for a sick leave related purpose and the need for PTO use is foreseeable, you must provide reasonable advance notice – either orally or in writing – to your manager of an absence from work. If the use of PTO for PST purposes is unforeseeable, you must provide notice – either orally or in writing – to your manager of the need to use PTO at least 2 hours prior to the start of your shift, unless such notice cannot be provided and then notice must be provided as soon as practicable.

PTO may be used in an initial increment of two hours to cover all or just part of a work day.

If a company-observed holiday should fall during a time when you are using PTO, that day will be paid outside of your PTO and not be considered a PTO day for purposes of deducting time from your PTO bank.

Verification/Certification of Absences:

The company reserves the right to request verification/certification of absences to the extent permitted by applicable law. Any verification information requested by the company should be submitted via email to human resources, and not to an employee's manager.

PTO pay:

PTO is not considered "hours worked" and is not counted for the purpose of your overtime hours of work or overtime premiums.

The rate of pay for PTO will be paid at your base hourly rate or base salary.

Integration with other benefits:

It is your responsibility to apply for any applicable benefits for which you may be eligible as a result of the illness or disability. Your PTO benefits will be fully integrated with other benefits available to you, as permitted by applicable law.

Separation of employment:

If your employment with the company ends, we will pay you for your unused PTO at your base rate of pay or base hourly rate.

Mandatory Time Off/Day of Rest

The Company will provide nonexempt, nonsupervisory employees working more than 20 hours per week with at least one day (24 consecutive hours) of rest during every consecutive seven-day period. The Company will not discharge, take adverse action against, or otherwise discriminate against an employee because they exercise a right guaranteed under the Illinois One Day Rest in Seven Act (ODRSA), make a complaint to the Company, file or plan to file a proceeding under the ODRSA, or testify or plan to testify in an investigation or proceeding under the ODRSA.

Military Leave

In addition to the military leave rights set forth in the National Handbook and subject to the additional provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) and described in this policy, members of the Armed Forces of the United States, the National Guard of any state or territory and the Illinois State Guard are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services

Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the National Handbook.

Employees are entitled to a military leave of absence for active service in accordance with this policy so long as they provide advance notice of pending military service. There may be an exception to this advance notice requirement based on military necessity, as determined by the appropriate state military authority. For purposes of this policy, “military service” includes:

- Service (active or reserve) in the U.S. Armed Forces, the National Guard of any state or territory or the Illinois State Guard;
- Service in a federally recognized auxiliary of the U.S. Armed Forces when performing official duties in support of military or civilian authorities as the result of an emergency; and
- A period during which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness or injury sustained or aggravated during a period of active service and the treatment is paid for by the United States Department of Defense Military Health System.

Also, for purposes of this policy, “active service” means all forms of active and inactive duty (without regard to voluntariness), including, but not limited to: annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, state active duty, mobilizations and muster duty. “Active service” does not include absences to work as a military technician (sometimes known as a federal dual-status technician).

The Company may require additional documentation from an appropriate military authority for leave due to performance of official duties in support of military or civilian authorities as the result of an emergency or for the employee’s medical or dental treatment.

Employees requesting leave are not required to find an employee to cover their work when they take leave under this policy. Employees taking military leave are also not required to accommodate work-related needs pertaining to the timing, frequency or duration of their leave. The Company may bring concerns over the timing, frequency or duration of military leave to the attention of the appropriate military authority, but understands that accommodation of these concerns is subject to military law and the discretion of that military authority.

Service members whose employment is interrupted by a period of active service will also be allowed upon request (but not required) to use any accrued vacation or other similar accrued paid leave during the period of active service.

Reinstatement

In order to be eligible for reinstatement, an employee must have completed their service on a basis that is not dishonorable or otherwise prohibited under federal or state law. A retroactive upgrade of a disqualifying discharge or release will restore reemployment rights, provided the service member employee otherwise meets the eligibility criteria under ISERRA.

An employee who is absent on military leave will, for the period of leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately prior to the absence for military leave. The rating will not be less than the rating that the employee received for the rated period immediately prior to their absence on military leave. Except for during probationary periods, the period of military leave will also be counted in computing seniority and time-in-service requirements for promotion eligibility or any other benefit of employment.

School Visitation Leave

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for the Company for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued vacation and other appropriate leave (not including sick or disability leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child, if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their supervisor to schedule the leave so as not to unduly disrupt the Company's business operations. Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

Employees must provide verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

The Company will allow, but not require, nonexempt employees to make up the amount of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

The Company will not terminate or otherwise discriminate against employees who take leave in accordance with this policy.

Emergency Responder Leave

Employees who are volunteer emergency workers will be allowed time off when needed to respond to an emergency call. For purposes of this policy, "volunteer emergency workers"

include volunteer firefighters, emergency medical technicians, ambulance drivers and attendants, first responders, volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials. Employees will not be terminated for being late to or absent from work for this purpose. The Company also will not discipline employees who are volunteer emergency workers because they respond to an emergency call or emergency text message requesting their volunteer emergency medical services or firefighter services during work hours, so long as the employee does not violate the Company's policies.

Employees must make a reasonable effort to notify the Company of an emergency call. Upon return, the Company may require that employees provide a written statement certifying that they were responding to an emergency.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by applicable law.

Leave for Victims of Domestic Violence, Sexual Violence, Gender Violence or Any Other Crime of Violence

Eligible employees will be provided unpaid leave to address domestic violence, sexual violence, gender violence or any other crime of violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual, gender violence or any other crime of violence; or
- The employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence and does not have interests adverse to the employee as it relates to the domestic, sexual or gender violence.

For purposes of this policy, a "victim" includes: a person who was killed or injured while attempting to assist a person against whom a crime was being perpetrated or attempted or while assisting law enforcement at the request of law enforcement; a person who personally witnessed a violent crime; and a person who will be called as a witness by the prosecution to establish a necessary nexus between an offender and violent crime. A "family or household member" means a: spouse; civil union partner; parent; grandparent; child; grandchild; sibling; other person related by blood or by present or prior marriage or civil union; other person who shares a relationship through a child; any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or a person jointly residing in the same household with the employee). Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism, and armed violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a family or household member identified above:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, sexual or gender violence or any other crime of violence;

- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Participate in safety planning, relocate temporarily or permanently or take other actions to increase safety from future domestic, sexual or gender violence or any other crime of violence, or to ensure economic security; or
- Seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil, criminal or military legal proceeding relating to or derived from domestic, sexual or gender violence or any other crime of violence.
- Engage in bereavement activities, which are defined as follows:
 - Attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
 - Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
 - Grieving the death of a family or household member who is killed in a crime of violence.

Leave may be taken consecutively, intermittently or on a reduced-schedule basis.

Except in certain circumstances pertaining to bereavement activities, leave under this policy is limited to 12 weeks in any 12-month period. If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act (FMLA). However, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

Employees may take a cumulative total of two workweeks (10 workdays) of leave for the bereavement activities described above, and such leave must be concluded within 60 days after the date on which the employee receives notice of the death of their family or household member. If an employee is also entitled to take unpaid leave under the Company's Illinois Family Bereavement Leave policy for the death (e.g., the deceased individual qualifies as a "family member" under that policy), the maximum of two workweeks (10 workdays) of leave for bereavement activities under this policy will be in addition to the total leave time an employee is otherwise entitled to take under this policy. However, if an employee is not entitled to take unpaid leave under the Company's Illinois Family Bereavement Leave policy for the death of the family or household member, any leave for bereavement activities under this policy will be deducted from the total leave time an employee is otherwise entitled to take under this policy.

Employees seeking leave under this policy must provide at least 48 hours' advance notice, unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Company may require certification that the leave was taken for one of the purposes identified above and/or that the employee or

employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence. Employees must respond to the request for certification within a reasonable period of time and can do so by providing a sworn statement. The employee must also provide one of the following documents, if the employee has possession of them:

- Documentation from a victim services organization, attorney, member of the clergy or medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual or gender, or any other crime of violence;
- A police, court or military record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency, documenting that a victim was killed in a crime of violence; or
- Other corroborating evidence.

The employee can choose which document to submit. The Company will not request or require that more than one document be submitted in the 12-months following the initial request for or use of leave, if the reason for leave is related to the same incident(s) of violence or the same perpetrator(s) of the violence.

The Company will keep all information pertaining to an employee's request for leave and/or certification of the need for leave confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available paid leave, including accrued sick leave.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Company will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy. The Company also does not discriminate, retaliate, or tolerate retaliation against applicants or employees because they: are, or are perceived to be, victims of domestic sexual or gender violence, or any criminal violence; used employer-issued equipment to record domestic violence, sexual violence, gender violence, or any other crime of violence committed against the employee or their family or household member; have a family or household member who is or is perceived to be a victim of domestic, sexual or gender violence, or any other criminal violence; or attended, participated in, prepared for, requested leave to attend, participate in or prepare for a criminal or civil court proceeding, court-martial or nonjudicial punishment proceeding under the Uniform Code of Justice relating to an incident of domestic violence, sexual violence, gender violence or any criminal violence of which the employee or their family or household member was a victim.

Illinois Family Bereavement Leave

Upon request, eligible employees will be allowed a maximum of two weeks (10 workdays) of family bereavement leave in connection with the death of an employee's family member or other covered events listed below. For purposes of this policy, "family member" is defined as an employee's child (biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis), spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent or stepparent. .

Eligible employees may take leave under this policy for any of the following reasons:

1. To attend the funeral (or funeral alternative) of a covered family member;
2. To make arrangements necessitated by the death of a covered family member;
3. To grieve the death of the covered family member; or
4. To be absent from work due to a miscarriage; an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); a failed adoption match or an adoption that is not finalized because it is contested by another party; a failed surrogacy agreement; a diagnosis that negatively impacts pregnancy or fertility; or a stillbirth.

"Eligible employees" have the same definition as that under the federal Family and Medical Leave Act ("FMLA"). Thus, in order to be eligible for leave under this policy, an employee must: (1) have worked for the Company for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested. If employees are unsure whether they qualify, they should contact Human Resources.

Family bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under paragraph 4 above occurs. In the event of the death of more than one covered family member within a 12-month period, an employee may take up to a total of six weeks of bereavement leave during a 12-month period.

Employees may elect to substitute other types of leave for bereavement leave, including but not limited to any available paid leave, such as accrued vacation or sick leave. While bereavement leave does not run concurrently with the FMLA, employees who have already exhausted their FMLA leave are ineligible for leave under this policy.

An employee must provide the Company with at least 48 hours of advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable or practicable. The Company may request reasonable documentation from the employee to verify the employee's eligibility for leave under this policy.

Family Bereavement Leave under this policy is unpaid. However, time under this policy will run concurrent with the Company's Bereavement Policy in the National Handbook such that

eligible employees under that policy will receive pay for the bereavement leave period set out in the Bereavement Leave Policy in the National Handbook.

The Company will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy.

Extended Child Bereavement Leave

Fulltime employees who have worked for the Company for at least two weeks and experience the loss of a child by suicide or homicide may take up to 12 weeks of unpaid child bereavement leave.

Leave under this policy may be taken in a single continuous period or intermittently in increments of at least four hours. Leave may be taken within one year after the employee notifies the Company of the loss.

An employee must provide the Company with reasonable advance notice of the employee's intention to take extended child bereavement leave, unless providing such notice is not reasonable and practicable. The Company may request reasonable documentation from the employee stating the cause of death.

Extended child bereavement leave under this policy is unpaid. Employees may elect to substitute other types of leave for extended child bereavement leave, including but not limited to any available paid leave, such as accrued vacation or sick leave. Employees who take leave under this policy are not entitled to additional leave under the Company's Illinois Family Bereavement Leave policy for the death of the same child.

Upon return from extended child bereavement leave, the employee will be restored to the position the employee held when the leave commenced or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Extended child bereavement leave will not result in the loss of any employment benefit accrued prior to the start of leave.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois extended child bereavement leave law, opposed practices the employee believed to be in violation of such law, or supported the exercise of another person's rights under such law.

BIOMETRIC POLICY AND RELEASE

The purpose of this Biometric Information Privacy Policy ("Policy") is to define the policy and procedures of the Company for the collection, storage, retention, transmission and destruction of Biometric Data, as defined below. It is the Company's policy to protect, use and store Biometric Data in accordance with all applicable laws, including, but not limited to, the Illinois Biometric Information Privacy Act, 740 ILCS 14/1, et seq. ("BIPA").

The Company has instituted the following biometric information privacy policy:

Biometric Data Defined

As used in this Policy, the term Biometric Data includes “biometric identifiers” and “biometric information” as defined in BIPA and set forth as follows:

“Biometric identifier” means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. Biometric identifiers do not include donated organs, tissues, or parts as defined in the Illinois Anatomical Gift Act or blood or serum stored on behalf of recipients or potential recipients of living or cadaveric transplants and obtained or stored by a federally designated organ procurement agency. Biometric identifiers do not include biological materials regulated under the Genetic Information Privacy Act. Biometric identifiers do not include information captured from a patient in a health care setting or information collected, used, or stored for health care treatment, payment, or operations under the federal Health Insurance Portability and Accountability Act of 1996. Biometric identifiers do not include an X-ray, roentgen process, computed tomography, MRI, PET scan, mammography, or other image or film of the human anatomy used to diagnose, prognose, or treat an illness or other medical condition or to further validate scientific testing or screening.

“Biometric information” means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

Disclosure and Purpose of Collection

The Company possesses, collects, uses, stores, retains, discloses, and transmits data that may constitute Biometric Data of its employees through its time and attendance software for the purpose of employee identification, fraud prevention, recording time entries. The Company uses time and attendance software with a biometric timeclock. Biometric timeclocks are computer-based systems that scan an employee’s finger for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify the employee’s identity, for example, when the employee arrives at or departs from the workplace.

The Company does not sell, lease, trade or otherwise profit from employee Biometric Data. The Company discloses, disseminates and transmits employee Biometric Data to the licensor of the time and attendance software and to the Company’s payroll provider. The Company will not disclose, disseminate or transmit employee Biometric Data to any person or entity other than the licensor of the time and attendance software and the Company’s payroll provider.

Biometric Data Storage

The Company shall use a reasonable standard of care to store, transmit and protect from disclosure all paper or electronic employee Biometric Data collected, which care shall be the same as or more protective than the manner in which the Company uses to store, transmit and protect from disclosure its own confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual’s account or property, such as

genetic markers, genetic testing information, account numbers, PINs, driver's license numbers and social security numbers.

Retention and Destruction Schedule

In the event the Company retains Biometric Data, it shall retain employee Biometric Data only until the first to occur of either of the following events:

1. The initial purpose of collecting the Biometric Data has been satisfied, such as termination of the employee or the employee moves to a role in which Biometric Data is not collected; or
2. within three (3) years of the employee's last interaction of the Company.

Following the occurrence of either one of the above events, the Company shall permanently destroy the employee's Biometric Data, including but not limited to, all stored back-up versions of the employee's Biometric Data.

The only situation in which the Company may not follow the above retention and destruction schedule is if the Company receives a valid warrant or subpoena from a court of competent jurisdiction.

Employee Release of Biometric Data

The undersigned employee acknowledges that he/she has received the Biometric Information Privacy Policy ("Policy") of Aaron Thomas Company Inc., a California corporation ("Company"), which is also available in the Company's employee handbook or upon request.

By signing this Employee Release of Biometric Data, the undersigned employee acknowledges and agrees that he/she received the Policy, understands the Policy, and that he/she voluntarily consents to the Company's collection, storage, and use of Biometric Data (as defined in the Policy) through a biometric timeclock or otherwise, including to the extent that it utilizes the employee's biometric identifiers or biometric information as defined the Illinois Biometric Information Privacy Act, 40 ILCS 14/1, et seq. ("BIPA"), and voluntarily consents to the Company disclosing such Biometric Data to the licensor of the Company's time and attendance software and the Company's payroll provider, ADP.

Employee Signature: _____

Employee Name (print): _____

Date: _____



PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

Paid Leave

- **Workers:** Earn up to five (5) days per year of paid leave from work.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work.
- **Carryover:** Workers rollover all unused paid leave at the end of the year.

- **Retaliation is prohibited:**
Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at labor.illinois.gov/paidleave.

Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at:

www.labor.illinois.gov

For more information or to file a Complaint, contact us at:
DOL.PaidLeave@illinois.gov

THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.



REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.



REPORT DISCRIMINATION

To report discrimination, you may:

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.
3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago:
555 W Monroe Street, 7th Floor
Chicago, IL 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (Fax)

Springfield:
524 S. 2nd St., Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (Fax)

Website: dhr.illinois.gov

Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr

Printed by the Authority of the State of Illinois version IDHR 9/2022



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



Effective Date 12/31/2023

Visit www.cookcountyil.gov/PaidLeave for more information.