



COOK COUNTY
Commission on
Human Rights

COOK COUNTY PAID LEAVE ORDINANCE EMPLOYER CHECKLIST

This is a checklist to support compliance with the Cook County Paid Leave Ordinance. It is not an all-inclusive instrument and should not be taken as such. It is not legal advice.

- Post the required Paid Leave notice in a conspicuous place.
If no physical office, share Paid Leave notice using a regular method of communication (e.g., email).
- Establish a Paid Leave calculation method for employees (accrual or frontload).
- Draft a written Paid Leave policy that describes the Paid Leave benefits and associated practices for your workplace.
- Provide a description of Paid Leave benefits and associated practices to employees in writing.
- If frontloading, provide written notice to employees with the number of Paid Leave hours frontloaded on or before their start date or at the beginning of the 12-month period.
- If Paid Leave is credited to a paid time off bank, ensure you are appropriately paying out unused Paid Leave within 15 days of termination, resignation, retirement, or other separation*.
- Maintain required records for employees, including name and contact information, start date, job classification, hours worked, paid leave earned and used, remaining paid leave balances, and requests to use paid leave.
If denying a paid leave request, send written documentation (e.g., email) to the employee with the reason for the denial.

