

# Champaign County Mental Health Board and Champaign County Developmental Disabilities Board Paid Leave Policy for Temporary Employees for the Paid Leave for All Workers Act

## 1. Purpose & Application

- a. This policy describes the implementation of the Paid Leave for All Workers Act (“PLAWA”, “the Act”, 820 ILCS 192/1 *et seq.*) by the Champaign County Mental Health Board-Champaign County Developmental Disabilities Board (“CCMHB-CCDDB”, “Office”, “Department”, or “employer”) for Temporary Employees (“employee”, “temp”, or “temp worker”). Temporary Employees is hereby defined as: infrequent coverage of administrative duties of full-time permanent employees on leave; sign language and other language interpreters for planning and staging of public events hosted by the CCMHB-CCDDB.
- b. This policy does not affect the validity or change the terms of any collective bargaining agreement (“CBA”) applicable to any of this Department’s employees. See 820 ILCS 192/15(n). All aspects of leave for employees covered by a CBA shall continue to be governed by their CBA, not this policy.
- c. This policy does not provide any benefit to any person who does not meet the definition of “employee” under the Act and applicable law.
- d. This policy is not exhaustive of all scenarios and does not restate the Act, nor related regulations, in their entirety. This policy shall be construed to give harmonious effect to the Act and all other applicable laws and policies, with the intent to allow employees to use their paid leave in a reasonable manner which does not significantly impact the employer’s operational needs.

## 2. Provision of Leave

- a. The employer hereby establishes provision of paid leave consistent with its obligations under the Paid Leave For All Workers Act. This paid leave shall be accrued separately from any other leave due to the temp worker under employer’s existing leave policies. These leave banks shall be tracked separately.
- b. At the time of separation, the County will not pay any remaining balance of paid time off accrued through the Act to the departing temporary employee.

## 3. Use of Paid Leave (Time Off Requests)

- a. PLAWA leave may be taken for any reason of the employee’s choosing, and the employer shall not require the employee to provide the employer a reason therefor, nor require documentation or certification as proof or in support of those forms of leave. Employer must ask what form of leave time is being used for documentation purposes. Employer reserves, to the fullest extent of its rights under law, to request additional documentation for any form of leave taken other than PLAWA leave. Employee may decide whether to take PLAWA leave before or after any other accrued leave time.
- b. Employees requesting to use non-PLAWA leave must provide notice to the employer as follows:
  - i. If use of paid vacation or personal leave is foreseeable, the employee must provide *at least 7* calendar days’ notice to the employer before the date the leave is to begin.
  - ii. If use of paid vacation or personal leave is not foreseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.

- iii. The default procedure for employees to provide notice is for the employee to communicate their request to their supervisor, seeking approval, with follow-up communication to the staff member who handles payroll for this Department and notation of approved leave on all relevant office calendars or schedules. (e.g., for CCMHB-CCDDB temporary employees, this will be the Executive Director or Associate Director for Intellectual/Developmental Disabilities, with follow-up communication as needed, primarily through email.) Email is preferred but not required. Alternative procedures for notice may be accepted at the discretion of supervisors or their designee.
- iv. Employees subject to this policy shall be notified of any change to this policy within 5 calendar days of the change.
- c. This policy adopts the Champaign County Mental Health Board-Champaign County Developmental Disabilities Board's Statement of Operational Needs, attached hereto and incorporated by reference herein, which may be amended from time to time.
- d. The Act prohibits an employer from requiring, as a condition of providing paid leave under the Act, that the employee search for or find a replacement worker to cover the hours during which the employee takes leave; however, operational needs may be considered as a factor when determining whether granting the request for leave during a particular time period would significantly impact the Champaign County Mental Health Board-Champaign County Developmental Disabilities Board operations. 56 Ill. Admin. Code 200.310.
- e. Vacation and personal leave requests (still) require supervisor approval and may be denied by the employer in a manner consistent with the Act, the administrative rules applicable to the Act, and applicable law. Denials shall be memorialized in writing.

**So adopted as policy.**

Dated: January 16, 2025



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Executive Director, CCMHB-CCDDB

*Attachment: Champaign County Mental Health Board-Champaign County Developmental Disabilities Board Statement of Operational Needs (last updated March 2024)*

***Champaign County Mental Health Board and Champaign County  
Developmental Disabilities Board (CCMHB-CCDDB) Office***

**Statement of Operational Needs**

The Champaign County Mental Health Board and Champaign County Developmental Disabilities Board (CCMHB-CCDDB) Office includes in its core operations providing critical services necessary to the health and welfare of the people of Illinois through the orderly and efficient administration of service system planning, funding, and monitoring, and adherence to time-critical deadlines as determined under applicable state and federal rules and as set by the Boards. To support the missions of each of the Champaign County Mental Health Board and the Champaign County Developmental Disabilities Boards and in fulfillment of their respective obligations under state statute, core operations include, but are not limited to: planning and implementation of community awareness events and public meetings of the boards and related committees or forums; development of strategic plans and needs assessments, annual reports and funding allocation priorities, timelines for all allocation related activities, meeting schedules, and related; management of all procurement processes; evaluation of requests for funding with written reports for consideration; written recommendations for the allocation of funds; development, implementation, and monitoring of contracts for services; timely payment on contractual obligations; collaboration with various partners on matters of importance to the CCMHB or CCDDB; presentation of financial statements and budgets; and continuing education, and support for board members, to stay abreast of developments in the care of mental health, substance use disorders, and intellectual and developmental disabilities as well as in the regulatory and payment systems and any policy issues impacting the target populations, service providers, boards, and their staff.

Timely accomplishment of core operations requires a minimum number of employees depending on the volume of allocation-related projects (at least four employees, though times may be staggered during project phases), community collaborations or events (at least one employee), business hour office coverage (at least one employee), and board meetings being prepared or conducted (at least three employees) at a given time, including both scheduled and unscheduled matters, and may separately require employees with certain expertise, or a subset of employees, depending on the nature, quality, and quantity of the tasks to be completed.

The exact number and composition of employees necessary in a future period is not readily predictable, as needs will rise and fall based on factors outside the control of the CCMHB-CCDDB, such as the number of requests for funding to be reviewed or contracts to be developed and managed or policy changes to be analyzed for their impact on local service systems, to which the CCMHB-CCDDB must attend in any given period.

While this statement is intended to be comprehensive, it cannot reasonably predict every possible situation and/or emergency. In addition to the circumstances stated above, the limited circumstances in which paid leave may be denied in order to meet core operational needs shall also include emergencies, unique or unusual circumstances, and

special events. An employee's request to use paid leave may be denied in order to meet core operational needs even if those circumstances are not specifically stated above; however, denial of a request to use paid leave (esp. for leave subject to the Paid Leave for All Workers Act) must comply with state, federal, and local laws.

*Last updated: March 25, 2024*