

## **National Bureau of Economic Research Illinois Paid Leave Policy**

In accordance with Illinois Public Act 102-1143, known as the Paid Leave for all Workers Act, eligible employees of the National Bureau of Economic Research (“NBER”) working in the state of Illinois will accrue one hour of paid leave for every forty (40) hours worked beginning at the commencement of employment up to a maximum of forty (40) hours of Paid Leave per calendar year. A newly hired employee must complete a ninety (90)-day period of employment before he or she may use Paid Leave under this policy.

Paid Leave earned under this policy may be used for any reason.

Employees may use accrued Paid Leave in minimum increments of 0.25 hours. Employees are not permitted to report more Paid Leave in a day than they would have normally been scheduled to work.

If the employee can anticipate the need to use Paid Leave, they should provide at least seven calendar days’ notice before using the benefit, and are requested to give as much notice as possible. If the need for leave is unforeseeable, the employee must provide notice as soon as it is practicable.

An employee is entitled to carry over up to forty (40) hours of accrued, unused Paid Leave to the following calendar year, but in no event will an employee be permitted to use more than forty (40) hours of accrued Paid Leave in any calendar year. Employees will not be paid for accrued, unused Paid Leave under this policy upon termination of employment.

Paid Leave will be compensated at the employee's regular rate of pay.

Paid Leave will run concurrently with any other applicable leave provisions, such as Family and Medical Leave Act (FMLA) or state-mandated leave, where eligible and permitted by applicable law.

NBER prohibits any form of retaliation or discrimination against employees who lawfully request or use Paid Leave in accordance with this policy.

Employees with questions regarding this policy should contact Human Resources at [hr@nber.org](mailto:hr@nber.org) or 617-588-1484.