



Business Name \_\_\_\_\_

In March 2023 Gov Pritzker signed into law, the Paid Leave for All Workers Act. This act guarantees that starting January 1, 2024 workers will be eligible for paid leave of up to 40 hours a year.

In order for SKDO to make sure your business is compliant with the new law, we need the checklist below completed and returned to our office by **December 15, 2023**

**Paid Leave for All Workers Act Required Information**

1. Do you currently have a paid leave policy in place?

Yes

No

**If yes, attach a copies of any sick, vacation, or other paid time off policies and return to SKDO. If no, continue to next question.**

\*Even if you have a policy in place, it may not comply with the new law.

2. Are all of your employees covered by a collective bargaining agreement?

Yes

No

**If yes, stop here and return this form to SKDO. If no, continue to next question.**

3. Do you want SKDO to track the paid leave for your employees, or do you want to track it yourself?

Yes, SKDO

No, I will track it

**If yes (SKDO), provide information for existing employees in the attached spreadsheet, answer the additional questions, and return to SKDO.**

**If no, stop here and return this form to SKDO.**

\_\_\_\_\_  
Printed name of person responsible for completing this form

If SKDO tracks time for employees, there will be a min setup fee of \$250, final fee will be determined by number of employees. In addition, recurring payroll processing fees could increase.

SKDO will use an accrual rate of .025 per hour worked, on a calendar year period, starting January 1, 2024

For more information on this act please visit : <https://labor.illinois.gov/laws-rules/paidleave.html>

