



Illinois Vacation Policy Addendum for Salaried Employees

- 3.4 Up to one (1) week (40 hours) of Vacation may be used in four (4) hour increments as Paid Personal Time (PPT). PPT may be used for any reason, including but not limited to, the following:
- To cover time missed from work due to an Unexpected Event; and
 - To cover time missed from work due to a Planned Absence provided the employee gives appropriate advance notice and subsequently provides documentation (where applicable).

5.0 DEFINITIONS

- 5.1 **Planned Absence:** Any situation where an employee can reasonably provide their manager with advance notice of the need to be absent from work. Such events include but are not limited to: a) scheduled medical appointments; b) school activities; or c) other appointments or activities that an employee can reasonably anticipate will conflict in whole or in part with their scheduled work hours. An employee should provide at least seven (7) days advance notice or as much advance notice as is practicable under the circumstances.
- 5.2 **Unexpected Events:** An unforeseeable event or situation where an employee does not have advance notice and therefore is unable to plan for the partial or full day absence from work. An employee using PPT for an Unexpected Event should provide his/her manager with as much advance notice as is practicable under the circumstances. The notification should include an indication of whether the employee is taking a partial absence (up to 4 hours) or will be absent for the entire day.

Effective December 28, 2023