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## ILLINOIS SUPPLEMENT TO EMPLOYEE HANDBOOK

The following policies supplement the policies contained in the Washington University Employee Handbook and are specific to the state of Illinois. Where this Addendum and the Employee Handbook conflict, this Addendum states Washington University's policy with respect to Illinois employment.

The contents of this Addendum are guidelines only. Neither this Addendum nor any other guidelines, policies, or practices creates an employment contract. Washington University reserves the right to change, correct, modify, or revoke this Addendum or any of its terms at any time with or without notice. Nothing in this Addendum alters the at-will nature of employment. Although other terms, conditions and benefits of employment with Washington University may change from time to time, the at-will nature of employment with Washington University is one aspect of the employment relationship that cannot be changed by any oral statement or alleged oral statement. It can only be changed pursuant to a written agreement covering employment status.

### **WORKPLACE DISCRIMINATION AND HARASSMENT**

Washington University hopes that any incident of unlawful discrimination or harassment can be resolved through the internal process outlined in the Employee Handbook. In Illinois, employees also have the right to file formal charges with the Illinois Department of Human Rights ("IDHR") and/or the United States Equal Employment Opportunity Commission ("EEOC"). A charge with IDHR or EEOC must be filed within 300 days of the violation. More information can be found online at <https://www2.illinois.gov/dhr/Publications/Documents/SH%20and%20discrimination%20employment%20poster.pdf>.

#### Administrative Contacts

Illinois Department of Human Rights  
Chicago: 312-814-6200 or 800-662-3942  
Chicago TTY: 866-740-3953  
Springfield: 217-785-5100  
Springfield TTY: 866-740-3953  
Marion: 618-993-7463  
Marion TTY: 866-740-3953

Illinois Human Rights Commission  
Chicago: 312-814-6269  
Chicago TTY: 312-814-4760  
Springfield: 217-785-4350  
Springfield TTY: 217-557-1500

U.S. Equal Employment Opportunity Commission  
Chicago: 800-669-4000  
Chicago TTY: 800-869-8001

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## PREGNANCY ACCOMMODATION AND NON-DISCRIMINATION

1. The Illinois Human Rights Act addresses an employee's rights if she becomes pregnant, is recovering from childbirth, or has a medical or common condition related to pregnancy that might give rise to the right to request a reasonable accommodation.
2. If pregnant, the employee has the right to:
  - Ask Washington University for a reasonable accommodation for the pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from pregnancy.
  - Reject an accommodation offered by Washington University for the pregnancy that the employee does not desire.
  - Continue working during pregnancy if a reasonable accommodation is available which would allow the employee to continue performing your job.
  - Remain free from discrimination because of pregnancy and from retaliation for having requested a reasonable accommodation.
3. It is unlawful to terminate, refuse to hire, or refuse to provide a reasonable accommodation because of an employee's pregnancy. For more information regarding a pregnant employee's rights, download the Illinois Department of Human Rights fact sheet at [www.illinois.gov/dhr](http://www.illinois.gov/dhr), or see the IDHR's poster onsite or at [www.illinois.gov/dhr/publications/documents/pregnancy\\_posting-lgl-eng14.pdf](http://www.illinois.gov/dhr/publications/documents/pregnancy_posting-lgl-eng14.pdf), which explains this law in more detail. Washington University fully complies with these requirements.

## FUNERAL/BEREAVEMENT LEAVE

Employees who incur the loss of a child and are eligible for FMLA leave may take up to ten (10) unpaid scheduled days off. This time off will coincide with the Bereavement Leave outlined in the Handbook. Time off must be used within 60 days from the time the employee receives notice of the death. In the event the employee suffers the loss of more than one child in the same 12-month period, he/she will be entitled to take up to six weeks off of work. An employee taking child bereavement leave under this paragraph may elect to apply available paid leave toward his/her bereavement leave.

## FAMILY MILITARY LEAVE

1. Eligible employees who are the spouse or parent of a person called to serve over 30 days in the military may take up to 30 days of unpaid family military leave during the military service member's deployment.
2. To be eligible for family military leave, employees must have been employed by Washington University for twelve months and worked 1,250 hours during the 12-month period immediately preceding the start of the leave.

3. Employees must provide Washington University with at least 14 days' notice for leave lasting five or more consecutive workdays. For leaves of less than five days, employees must provide Washington University with as much notice as possible.
4. Employees must provide certification from the proper military authority to verify eligibility for the leave requested.

## CIVIL AIR PATROL LEAVE

1. Employees who serve as members of the Civil Air Patrol and are called to perform a civil air patrol mission are entitled to up to 30 days of unpaid leave.
2. In order to be eligible for leave under this policy, the employee must have:
  - a. Been employed by Washington University for at least 12 months; and
  - b. Been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of leave.
3. Eligible employees must give at least 14 days' notice to Washington University of the date when leave will commence if it will consist of five or more consecutive work days. Consult with your supervisor to schedule leave so as not to unduly disrupt business operations.
4. If the leave is less than five consecutive work days, please provide your supervisor with reasonable advance notice.
5. Employees may be required to provide certification from a civil air patrol authority of eligibility for the requested leave.
6. Employees may elect to continue their health insurance at their own expense while taking leave in accordance with this policy.

## SCHOOL VISITATION LEAVE

1. Employees who are parents, guardians, or custodial grandparents are entitled to take up to eight hours each school year to participate in the school activities of their child, ward, or custodial grandchild who is in a licensed day care facility, kindergarten, or grades 1-12. Time off may not exceed four hours in any calendar day of the school year. Employees are eligible for school visitation leave after they have been employed for at least 6 consecutive months and work at least a half-time schedule.
2. School visitation leave may be taken only after the employee has exhausted all accrued vacation, personal, compensatory, and other leave (except sick and disability leave). Employees may be required to provide a written request for leave at least 7 days in advance, except in emergency situations, where 24 hours' notice may be required. Washington University may require the employee to provide written documentation from the school verifying the employee's attendance at a school activity.

3. If time off work for school visitation leave is unpaid, Washington University will make a good faith effort to allow the employee to make up the missed work time if the employee wishes to do so.

## **VOLUNTEER EMERGENCY WORKER LEAVE**

1. An employee who serves as an unpaid "volunteer emergency worker" is entitled to an unpaid leave when absent from work in order to respond to an emergency call received prior to the time the employee is scheduled to report to work. For purposes of this leave, "volunteer emergency worker" means a person who does not receive monetary compensation for his or her services as a volunteer firefighter, Emergency Medical Technician (licensed as an EMT-B, EMT-I, or EMT-P under the Emergency Medical Services (EMS) Systems Act), a volunteer ambulance driver or attendant, or a volunteer "First Responder," as defined in Sec. 3.60 of the EMS Systems Act, to a fire department, fire protection district, or other governmental entity, and who does not work in one of these capacities for any other fire department, fire protection district, or governmental entity for monetary compensation.
2. Employees utilizing this leave shall make reasonable efforts to notify Washington University of their service and shall continue to make reasonable notification efforts over the course of any absence.
3. Washington University may request an employee to provide a written verification from the supervisor or acting supervisor of the volunteer fire department or emergency medical services that the employee served as a volunteer emergency worker and the time thereof.
4. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **VOLUNTEER FIRE PROTECTION TRUSTEE LEAVE**

1. An employee who serves as an elected or appointed trustee of a fire protection district is entitled to unpaid leave to attend a meeting of the board of trustees, including travel time.
2. Employees utilizing this leave shall make reasonable efforts to notify Washington University of the need for leave under this policy.
3. For more information regarding this leave, please see your supervisor.
4. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **BLOOD DONOR LEAVE**

Full-time employees who have been employed with Washington University for at least six months may be eligible to receive up to one hour of paid leave to donate blood every 56 days. Employees are not required to exhaust accumulated sick time or vacation leave before taking such leave.

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## DOMESTIC AND SEXUAL VIOLENCE LEAVE

1. Employees who are the victims of domestic or sexual violence or have family or household members who are victims of domestic or sexual violence shall be permitted to take unpaid leave up to a total of 12 work-weeks during any 12- month period. Such leave must be used to: (i) seek medical attention for, or recover from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; (ii) obtain services from a victim services organization for the employee or the employee's family or household member; (iii) obtain psychological or other counseling for the employee or the employee's family or household member; (iv) participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or (v) seek legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from the domestic or sexual violence.
2. Affected employees must give Washington University reasonable advance notice of at least two days of their intention to take leave for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances where it is not practicable to do so. In such cases, Washington University will take no action against affected employees if, within a reasonable time after the absence, they provide Washington University with documentary evidence that their absence was required for any of the above reasons.
3. Washington University will hold the information that employees provide to Washington University in order to request leave in confidence, except to the extent that disclosure is: (i) requested or consented to in writing by the employee; (ii) otherwise required by applicable federal or state law.
4. Affected employees may elect to use accrued paid or unpaid leave (including family, medical, sick, annual, personal or similar leave) for an equivalent period of leave provided under this policy.
5. Leave may be taken intermittently or on a reduced work schedule.
6. This leave does not create a right for employees to take unpaid leave that exceeds the unpaid leave time allowed under, or in addition to unpaid leave time permitted by, the Federal Family and Medical Leave Act.

## ELECTION JUDGE LEAVE

1. Appointed election judges will be granted unpaid leave on the day of an election. Employees must provide at least 20 days written notice of the need for leave and provide documentation demonstrating the appointment and the dates of the required service.
2. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

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## MEAL BREAK

Illinois employees are entitled to a 20-minute unpaid meal period if they are scheduled to work seven and one half (7.5) or more consecutive hours. The employee's meal period must be taken no later than five (5) hours after the employee begins work. Failure to take a full 20-minute meal period may result in discipline, up to and including termination.

## PROHIBITION OF WEAPONS

Washington University strictly prohibits the possession or carrying of firearms and other weapons on Washington University property, while on Washington University business, or while in a Washington University-owned vehicle. The sole exception to this policy is that employees in Illinois may store a firearm in a privately owned vehicle in a Washington University parking lot if the vehicle is locked and the firearm is not visible from outside the vehicle.

## VACATION

Employees will be paid for all unused vacation accrued as of the end date of their employment.