ILLINOIS STATE ADDENDUM

This addendum to the MCAD Handbook (the “Illinois Addendum”) applies to all eligible employees working in the state of Illinois. The Illinois Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Illinois Addendum, the terms of the Illinois Addendum shall control. If you have any questions regarding the application of the Illinois Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment based on order-of-protection status, ancestry, unfavorable discharge from military service, enrollment in Illinois’ medical-marijuana registry, arrest/criminal history record, homelessness status, or credit history report in accordance with state law.

Personnel Files

The College will provide, not more than seven (7) days after receipt of a written request from a current or former employee, up to two (2) times per calendar year at reasonable intervals, an opportunity to inspect certain personnel records that have been used to determine the employee’s qualification for employment, promotion, additional compensation, and employment discharge or other disciplinary of the employee. The employee may be charged the cost of duplicating any personnel records provided.

Vacation Pay at Separation

Eligible employees working in Illinois will be paid for all unused, accrued vacation time upon termination or resignation of employment.

Meals and Breaks

Employees working seven and one-half (7.5) hours or more are entitled to an unpaid meal break of twenty (20) minutes beginning no later than five (5) hours after the start of the shift.

Accommodations for Disabilities Due to Pregnancy

The College will not discriminate against an employee because of pregnancy and will engage in a timely, good faith, and meaningful exchange with employees affected by pregnancy, childbirth, or related conditions to determine a reasonable accommodation unless doing so will impose an undue hardship on the ordinary operation of College business.

Such accommodations include modifications or adjustments to the work environment or circumstances under which the employee's position is customarily performed. The College may consider the following accommodations for a pregnant employee, including but not limited to:

- More frequent or longer bathroom, water intake, or periodic rest breaks;
- Private non-bathroom space for expressing milk and breastfeeding;
- Seating accommodations or acquisition or modification of equipment;
- Assistance with manual labor, light duty, or a temporary transfer to a less strenuous or less hazardous position;

- Job restructuring or a part-time or modified work schedule;
- Appropriate adjustment or modifications of examinations or, training materials, or policies;
- Assignment Reassignment to a vacant position;
- Providing leave.

An employee will not be required to accept an accommodation that she did not request or to which she did not agree, nor will an employee be forced to take leave if another reasonable accommodation is available.

The employee may be required to provide certification from the employee's health care provider concerning her need for a reasonable accommodation to the same extent such a certification is required for other conditions related to a disability. A certification should include:

- medical justification for the requested accommodation(s);
- a description of the reasonable accommodation(s) medically advisable;
- the date the accommodation(s) became medically advisable; and
- the probable duration of the reasonable accommodation(s).

The College will not deny employment opportunities or take adverse employment action against employees if such decision is based on the College's need to make a reasonable accommodation, and the College will not retaliate against an employee who requests an accommodation or otherwise exercises her rights under the Illinois Human Rights Act.

Paid Leave for Illinois Employees

The Sick Time policy in the Handbook meets or exceeds the requirements of Illinois's Paid Leave for All Workers Act, and Illinois employees may utilize sick leave in a manner consistent with state law.

Voting Leave

All employees are encouraged to exercise their voting privileges and are permitted two hours paid time off to vote in local, state, or national primary, special or general elections if their workday begins within two hours of the polls opening and ends within two (2) hours of the polls closing. Employees must request time off to vote from their supervisor at least three (3) working days prior to the election day, and the College may specific the hours of voting leave. If special arrangements are necessary, employees should contact the Human Resource Manager.

Sexual Harassment Prevention Training

The College will provide sexual harassment prevention training in accordance with state law.

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