

EssilorLuxottica

Cook County Paid Leave Policy - Frequently Asked Questions (FAQs)

Q. Who is eligible for Paid Leave?

A. All full-time, part-time (including casual part-time and seasonal) employees who perform work within the boundaries of Cook County eligible for the Paid Leave benefit; except for those covered by the Chicago Paid Sick and Safe Leave program.

Q. If an employee works in the City of Chicago, are they eligible to use the Cook County Paid Leave Ordinance?

A. Employees who work within the City limits of Chicago are **not** eligible for Cook County Paid Leave Ordinance but are instead provided paid leave pursuant to the Company's Chicago Paid Sick and Safe Leave.

Q. What is the accrual and carryover rate for Cook County Paid Leave?

A. Employees may begin to accrue paid leave on January 1, 2024, or their first day of employment, whichever is later. Employees will accrue one hour of paid leave for every 40 hours worked, up to a maximum of 40 hours in an employee's calendar year (based on anniversary date or from date of hire), unless their PTO policy provides for a greater accrual rate and annual limit than the law requires.

Status & Business Unit	Amount of Leave	Carryover	Annual Paid Leave Use Limit
Part Time, Casual Part-Time and Seasonal (ALL)	Up to 40 hours of Paid Leave	40 hours	40 hours
Full Time Employees and non- retail Part-time Employees	Follow PTO Accrual Schedule based on tenure	40 hours	N/A

Q. Why PTO instead of Paid Leave for Full-Time Employees?

A. The law allows companies to meet the Paid Leave requirements with a PTO plan as long as it is at least as generous as what the law requires. Our full-time PTO plan for Cook County employees provides the coverage required while still offering flexibility.

Q. What can I use Paid Leave for?

A. An employee may use the accrued paid leave for any reason of the employee's choosing.

Q. How will we input and track an employee's use of Paid Leave?

A. Managers and employees using the Kronos Time Off Request process should code the time away from work as follows:

- If under a PTO policy, select **"PTO"**
- If under a Paid Leave Plan Only, select **"Paid Leave"**

Hours used will be deducted from the PTO or Paid Leave Balance shown on the employee's paycheck. Beyond the negative PTO balance allowed under the full-time PTO plan (does not apply to part-time employees), an employee will not be paid for any hours taken in excess of the accrued balance.

Q. Will we require employees to give us notice of their need for Paid Leave?

A. Yes. When the need to take Paid Leave is foreseeable the employee should provide at least seven (7) days advance notice and make a reasonable effort to schedule the leave in a manner that does not unduly disrupt business operations. Where unforeseeable, employees will be required to notify us as

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soon as practicable and follow the normal call-in procedures.

Employees, however, are not required to provide their manager with a reason for their leave.

Q. Will an employee be asked to provide documentation verifying the need for Paid Leave?

A. No, the Company will not require documentation or certification as proof or in support of Cook County Paid Leave unless permitted by under another applicable law like the federal Family and Medical Leave Act or the Americans with Disabilities Act.

Q. Can an employee be required to find coverage for their absence?

A. No. An employee is not required to find or search for a replacement to cover their shift as a condition of using paid leave.

Q. Can Paid Leave count as an absence under the attendance policy?

A. No. It is unlawful for employers to count Paid Leave as an absence that may result in discipline, discharge, demotion, suspension, or any other adverse action. However, any related absences extending beyond an employee's accrued PTO/Paid Leave balance will count as an unexcused absence, provided the absence is not covered by a Company-approved leave of absence or other applicable law.

Retaliation against any employee that asserts his or her rights to receive Paid Leave is prohibited.

Q. Are there specific terms and conditions that employers must abide by?

A. An employer is prohibited from taking the following actions:

- Refusing to inform employees of their rights under the Cook County Paid Leave Ordinance;
- Interfering with, restraining or denying the exercise of or attempting to exercise any right protected by the Act;
- Denying or changing an employee's workdays, hours or schedule to avoid providing eligible paid leave time to the employee;
- Preventing an employee for voluntarily exchanging work hours or trading shifts;
- Taking an adverse employment action (i.e., discipline, demotion, suspension or termination) or discriminating against an employee because the employee has exercised rights under the Ordinance;
- Reducing the number of hours that employee is scheduled to work for requesting or using the Cook County Paid Leave;
- Requiring an employee to find their replacement before or during the leave;
- Threatening to act or acting based of the immigration status of an employee or an employee's family member;
- Counting used paid leave as an unexcused absence or occurrence from work; and
- Considering the use of paid leave as a negative factor in any employment action that involves evaluating, promoting, demoting, suspending, disciplining, or terminating.

Q. Is using Paid Leave the same as taking intermittent leave under the Family and Medical Leave Act (FMLA)?

A. No. Paid Leave differs from intermittent FMLA leave in many ways. Most importantly, employees do not have to contact EssilorLuxottica Leave and Disability or submit medical certification paperwork before using Paid Leave. As long as employees have accrued enough hours of PTO/Paid Leave to cover their absences and provided sufficient notice for their individual circumstance, they may use their PTO/Paid Leave without further Company approval.

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Employees who work for employers subject to the FMLA may elect to use accrued Paid Leave during the Benefit Year if the eligible employee has to take leave protected by the Family and Medical Leave Act. Paid Leave time may run concurrent during the employee's FMLA. An employee covered by paid leave may use paid leave under the Cook County Paid Leave before using unpaid leave under any employer policy or other state law.

Note: Employees should still contact EssilorLuxottica Leave and Disability under My Leave on My Personal Desk or at 1-866-431-8484 to initiate a leave of absence if their absence is due to their own or a family member's serious health condition.

Please refer employees to the EssilorLuxottica Employee Guide for additional information on FMLA and Company Leave requirements. In such cases, employees may choose to use their accrued, unused PTO/Paid Leave while taking a leave of absence. Managers should enter the time in Kronos, which will run concurrently with their designated leave of absence.

Q. What if an employee's employment status changes in a calendar year?

A.

- **Part-Time to Full-Time:** If an employee's status changes from part-time to full-time, their status change date will be the date used to determine when full-time rules begin to apply. Retail part-time employees and all casual part-time employees will not lose the Paid Leave they have accrued and will need to e-mail Kronos@luxotticaretail.com to request that their remaining accrued Paid Leave be transferred to PTO hours.
- **Full-Time to Part-Time:** If an employee's status changes from full-time to part-time and they are not eligible for a part-time PTO plan, up to 40 hours of PTO will be transferred to Paid Leave. Any accrued, unused PTO hours beyond the 40-hour Paid Leave requirement will be paid out at the time of their status change. They will then be eligible to begin accruing Paid Leave under the part-time Paid Leave plan.

Q. If I leave the Company and re-hired within 12 months or less from my separation date, will I need to re-accrue Paid Leave?

A. Full-time employees rehired within twelve (12) months from their separation date will begin accruing again, as remaining accrued PTO balances were paid out at the time of termination. Previously accrued, unused paid leave may be reinstated for retail part-time and all casual part-time and seasonal employees if rehired within twelve (12) months from the date of separation from the company.

Documents can be found on **HR Solutions>Benefits, PTO & Holidays>Paid Sick and Safe Leave>Paid Sick Leave** (via [My Personal Desk](#)). For all other questions, please contact your HR Business Partner.