

EssilorLuxottica

Illinois Paid Leave Policy - Frequently Asked Questions (FAQs)

Q. Who is eligible for Paid Leave?

A. All Illinois employees (including part-time, casual part-time and seasonal) who are not already covered by the Company's PTO policy or the local Chicago Paid Sick and Safe Leave or Cook County Paid Leave ordinances. Please see documentation on HR Solutions related to the Company's PTO policy or either of these local ordinances.

Q. How much paid time does an employee receive under the Paid Leave Plan?

A. Part-time employees accrue 0.0576 hours of Paid Leave for every 1 hour worked, up to a maximum of 40 hours per year. Employees can carry over 40 hours of accrued, unused Paid Leave, but can only use up to 40 hours of Paid Leave in a year.

Q. Will employees accrue Paid Leave when on vacation or PTO?

A. No, the paid leave can only be accrued when the employee is actively working, including both regular and overtime hours.

Q. What can I use Paid Leave for?

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

Q. How do I check accrued Paid Leave balances?

A. Paid Leave will appear in Kronos on December 24, 2023 and on employees' paychecks on January 12, 2024. Eligible employees will see accrued paid leave under "Sick Balance" on their paystub until further system updates can be made. Employees on the PTO plan will continue to see PTO. For additional questions please contact HR Service Center via the [HR Services Portal](#).

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

A. Managers and employees should code the time away from work as "**Paid Leave**" in Kronos.

Hours used will be deducted from the Paid Leave Balance shown on the employee's paycheck. If the employee does not have enough accrued Paid Leave to cover the absence, the hours will not be paid, and your brand's attendance policy will apply.

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 soon as practicable and follow the normal call-in procedures. For example, employees will not be permitted to come in an hour late without prior notification, and then say that they wish to use Paid Leave.

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 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.

Note: Employees should still contact EssilorLuxottica Leave and Disability 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

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Leave requirements. In such cases, employees may choose to use their accrued, unused Paid Leave while taking a leave of absence. Managers should enter the leave 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. Are we required to pay out an eligible employee's accrued, unused Paid Leave when the employee terminates?

A. Eligible employees will not be paid out their remaining Paid Leave balance on termination.

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.