



IMPORTANT INFORMATION FOR ALL MBI PART-TIME EMPLOYEES

The City of Chicago revised its paid sick leave ordinance to now include certain groups of employees who had been previously omitted in prior versions of the same law. Among these groups were students who are employed by an accredited Illinois college or university -- and any member of a religious organization.

Starting July 1, 2020, all MBI part-time employees (student workers, PT-professionals, and adjunct faculty) who are working within the Chicago city limits, will begin to earn one hour of sick time for every 40 hours worked to a maximum of 40 total hours within a 12-month period. The 12-month measurement period will begin every calendar year.

Sick time will be calculated using MBI's current time and attendance system and employees will be able to view this time through their UKG time card under the "Accruals" tab. Up to 20 hours of paid sick time will be able to carry over into the next calendar year, if unused.

With limited exceptions, a "covered employee" is now an employee who, in any particular two-week period, performs at least two hours of work while physically present within the geographic boundaries of the city. Employees who work remotely outside the Chicago city limits will not be eligible for the paid sick leave time.

It will be your supervisor's responsibility to notify the Payroll department if you are currently working remotely outside the Chicago city limits. Please coordinate this communication with your supervisor if/when it is needed. If Payroll is not notified, it will be assumed that you are working within the city of Chicago limits and eligible for the paid sick time.

If you should have any questions about this information, please contact the Human Resources – Benefits department.

Human Resources

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