

Direct Deposit is available for any regular employees of CHG. A Direct Deposit form can be completed and submitted at any time, including during the onboarding process. Until Direct Deposit has been successfully entered in payroll, employees will receive live paychecks. Usually, an employee's last paycheck is in the form of a live check and is issued on the above-established pay days, regardless if they ended employment in the middle of a pay period. Employees must return any company-issued equipment, keys, materials, etc. before a final paycheck can be issued.

Payroll Deductions

All employees will have the following deductions taken from their paychecks: federal insurance contribution act (FICA), federal and state income tax withholding, and any legally binding garnishments. Any special deductions or exemptions requested by the employee must be put in writing, specifying the details. Upper management must also approve any special deductions requests before they can begin.

Full-Time and Part-Time Employment

Conn's Hospitality Group defines full-time employment as at least 2,000 work hours in a 12-month calendar period. Anything less than 2,000 hours is considered part time employment.

Employee Benefits

PAID TIME OFF – Effective January 1, 2024, Conn's Hospitality Group is committed to providing its employees with paid time off in accordance with the requirements of the Paid Leave for All Workers Act (PLAWA) and the laws of the state of Illinois. This policy outlines the guidelines and procedures for accrual and use of paid time off.

All regular full-time and part-time employees are eligible for paid time off in accordance with the provisions of the PLAWA, provided they have completed at least 90 days of continuous employment with CHG. Employees will accrue paid time off at a rate of one (1) hour of paid time off for every 40 hours worked. Accrual will begin on the employee's first day of employment. Accrued paid time off will be prorated for part-time employees based on their regular work schedule. Employees may accrue a maximum of 40 hours of paid time off in a 12-month period. Once the maximum accrual is reached, no further paid time off will be accrued until the employee uses some of their accrued balance. Employees may carry over a maximum of 40 hours of unused paid time off from one 12-month period to the next.

Employees may use accrued paid time off for any reason allowed by the PLAWA, including but not limited to personal illness, medical appointments, caring for a family member, and bereavement. The minimum amount of accrued paid time off that can be used is two (2) hours. Maximum amount of accrued paid time off that can be used is not to exceed the scheduled shift(s) from which the employee was or will be absent. All paid time off requests must be in writing. Paid time off must be requested in 14 days advance, whenever possible, by submitting a written request to the employee's supervisor or the HR department. In cases of unforeseen circumstances, employees should notify their supervisor as soon as possible. Paid time off will be compensated at the employee's regular rate of pay at the time of the absence or at minimum wage, whichever is higher. Upon termination or resignation, employees will not be paid for any unused accrued paid time off unless required by applicable law.

If you have any questions regarding this policy or your eligibility for paid time off, please contact the Human Resources department.