**Section 200.440 Recordkeeping Requirements**

a) *Every employer shall create and maintain, for not less than 3 years*, the following records for each employee:

1) Name and address;

2) *Hours worked each day* in each workweek;

3) *Paid leave earned or accrued* in each workweek;

4) *Paid leave taken or used* in each workweek;

5) Requests by the employee to use paid leave that the employer denied; and

6) *Remaining paid leave balance* in each workweek and upon employee's separation or termination from employment. [820 ILCS 192/15]

b) Every employer shall make all records related to the Paid Leave for All Workers Act and this Part available to the employee or for inspection by the Department upon request.