

Request For Board Action

REFERRED TO BOARD: October 3, 2016

AGENDA ITEM NO: 14

ORIGINATING DEPARTMENT: Administration

SUBJECT: Consideration of an Ordinance amending the sick leave policy.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The State has recently adopted PA 099-0841 requiring all municipalities that offer sick leave benefits to extend those benefits to the employee and a defined set of dependents, namely the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

The current policy, Section 3.3 of the Employee Handbook, has been revised to include the defined set of dependents.

FINANCIAL IMPACT:

DOCUMENTS ATTACHED:

1. Ordinance

RECOMMENDED MOTION:

Move to approve an Ordinance amending §3.3 of the employee policy and procedure handbook and waiving the second reading.

ORDINANCE 16 - _____

**AN ORDINANCE AMENDING § 3.3
OF THE EMPLOYEE POLICY AND PROCEDURE HANDBOOK**

WHEREAS, the Village Board adopted an Employee Policy and Procedure Handbook by Ordinance 06-11-039 on November 6, 2006, and

WHEREAS, that handbook has been amended from time to time thereafter, with the intention of providing proper guidance to employees and elected officials on a number of aspects involving primarily the relationship between the Village and its employees, and

WHEREAS, the Illinois General Assembly recently passed PA 099-0841, which was subsequently signed into law by the Governor, and will become effective on January 1, 2017, and which requires all municipalities which offer sick leave benefits to extend those benefits to the employee and a defined set of dependents, namely the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent, and

WHEREAS, the most efficient means to codify a policy which complies with the said Public Act is to make modifications within the Handbook, and

WHEREAS, the Village Board finds and declares that the attached modified provisions of Section 3.1 of the Handbook comply with the requirements of PA 099-0841 and provide fair, appropriate and clear guidelines on expense reimbursements and should be adopted,

NOW THEREFORE, BE IT ORDAINED by the Village of Antioch, Lake County, Illinois, as follows:

SECTION ONE: Section 3.3 of the Village of Antioch Employee Policy and Procedure Handbook is hereby amended and shall hereafter read as set forth on Exhibit A hereto.

SECTION TWO: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS,
ON THIS ____ DAY OF _____, 2016.

ATTEST:

LAWRENCE M. HANSON, MAYOR

LORI K. ROMINE, VILLAGE CLERK

Village of Antioch

Section: 3.3

Title: Sick Leave

Final Draft Date: 11/06/2006

Adopted by: Ordinance 06-11-39

Revision Approval Date: 07/06/2010

Approved by: Resolution No. 10-63

Revision Approval Date:

Approved by: Ordinance No.

Policy

It is the policy of the Village to recognize that employees may occasionally be absent because of illness or injury. The Village believes that employees should be protected against a loss of income because of such temporary absences.

Eligibility

All permanent full time employees and part time Village employees working a minimum annual average of 20 hours per week, excluding temporary employees or contractual employees.

Purpose

Sick time can be used for an approved absence for events such as: Illness or injury of employee or employee's *dependent*; Emergency medical or dental care; Exposure to contagious disease and possible endangering of others by attendance on duty; Preventative Care.

For the purposes of this policy, and in conformance with the State of Illinois Employee Sick Leave Act (P.A. 099-0841) an employee's *dependent* is defined as the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

Procedures

Eligible Full time employees are granted 12 sick days per year based on a regular 40 hour per week work schedule, at the accrual rate of eight (8) hours per month. Part time employees are granted 12 sick days per year at a reduced monthly accrual rate, proportionate to their average monthly work schedule. (For example, an employee averaging 20 hours a week, which is equal to half of a full time work week, would accrue four (4) hours per month, which is equal to half of the regular full time accrual.) There is no maximum allowable accumulation of sick days, and all accumulated sick time can be rolled over from year to year. Upon separation no pay will be granted for unused sick days.