

VILLAGE OF ANTIOCH

16-10-29

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

ADOPTED BY THE PRESIDENT AND BOARD OF TRUSTEES

OF THE

VILLAGE OF ANTIOCH, ILLINOIS

ON

October 3, 2016

Published in pamphlet form by authority of the Village Board
of the Village of Antioch, Lake County, Illinois,
this 5th day of October, 2016.

LAWRENCE M. HANSON

President

MARY C. DOMINIAK

Trustee

LORI K. ROMINE

Clerk

JERRY T. JOHNSON

Trustee

JAY JOZWIAK

Trustee

ED MACEK

Trustee

ROBERT J. LONG

Attorney

SCOTT A. PIERCE

Trustee

TED P. POULOS

Trustee

ORDINANCE 16-10-29

**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 3RD DAY OF OCTOBER, 2016.

ATTEST:


LORI K. ROMINE, VILLAGE CLERK


LAWRENCE M. HANSON, MAYOR



STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

CERTIFICATE

I, Lori K. Romine, certify that I am the duly appointed Municipal Clerk of the Village of Antioch, Lake County, Illinois.

I certify that on October 3, 2016, the Corporate Authorities of such municipality passed and approved **Ordinance No. 16-10-29**, entitled ***"AN ORDINANCE AMENDING § 3.3 OF THE EMPLOYEE POLICY AND PROCEDURE HANDBOOK"*** which provided by its terms that it should be published in pamphlet form.

The pamphlet form of **Ordinance No. 16-10-29**, including the Ordinance and cover sheet thereof, was prepared, and a copy of such Ordinance was posted in the municipal building, commencing on October 5, 2016 and continuing for at least ten days thereafter. Copies of such Ordinance were also available for public inspection upon request in the office of the Municipal Clerk.

DATED at Antioch, Illinois, this 5th day of October, 2016.



Lori K. Romine, RMC/CMC
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.