

**RESOLUTION NO. 23-08**

**A RESOLUTION OF THE VILLAGE OF MANTENO MODIFYING  
SECTION 303 (VACATION LEAVE) AND SECTION 304 (PERSONAL  
TIME) OF THE VILLAGE OF MANTENO EMPLOYEE HANDBOOK**

BE IT RESOLVED by the President and Board of Trustees of the Village of Manteno, Kankakee County, Illinois, as follows:

**Section 1**

The Vacation Leave (Section 303) and Personal Time (Section 304) as presented is hereby approved and adopted.

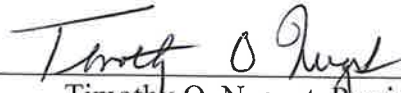
**Section 2**

All resolutions or parts thereof in conflict with this Resolution are hereby repealed.

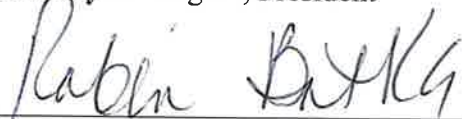
**Section 3**

This Resolution shall be in full force and effect upon its adoption.

Adopted: December 18, 2023.



Timothy O. Nugent, President



Robin Batka, Village Clerk

### 303 VACATION LEAVE

Every regular full-time employee in the Village of Manteno shall be eligible for utilizing paid vacation time after the completion of one (1) year of continuous full-time employment. Employees start to earn vacation time as of their date of hire based on the following schedule:

<u>Length of Continuous Service</u>	<u>Vacation Days per Year</u>	<u>Accrual Rate</u>
0 to 24 months	Five (5) days	1.54 hrs. per bi-week
Over 24 to 48 months	Three (3) days	0.92 hrs. per bi-week
	Ten (10) days	3.08 hrs. per bi-week
Over 48 to 60 months	Eight (8) days	2.46 hrs. per bi-week
	Twelve (12) days	3.70 hrs. per bi-week
Over 60 to 120 months	Ten (10) days	3.08 hrs. per bi-week
	Fifteen (15) days	4.62 hrs. per bi-week
Over 120 to 132 months	Thirteen (13) days	4.00 hrs. per bi-week
	Sixteen (16) days	4.93 hrs. per bi-week
Over 132 to 144 months	Fourteen (14) days	4.30 hrs. per bi-week
	Seventeen (17) days	5.23 hrs. per bi-week
Over 144 to 156 months	Fifteen (15) days	4.62 hrs. per bi-week
	Eighteen (18) days	5.54 hrs. per bi-week
Over 156 to 168 months	Sixteen (16) days	4.93 hrs. per bi-week
	Nineteen (19) days	5.85 hrs. per bi-week
Over 168 months to 240 months	Seventeen (17) days	5.23 hrs. per bi-week
	Twenty (20) days	6.16 hrs. per bi-week
Over 240 months	Eighteen (18) days	5.54 hrs. per bi-week
	Twenty-five (25) days	7.69 hrs. per bi-week
	Twenty-three (23) days	7.08 hrs. per bi-week

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation.

Vacations must be taken during the twelve (12) month period following accrual unless vacation has been denied by the Village due to operations. If a vacation request has been denied due to Village operations, the employee may carry over any unused vacation into the succeeding year upon written request to, and written permission from, the Village Administrator. All vacation time will be taken in hours and employees must utilize vacation in minimum one-half (1/2) day (four hour) increments.

1. If a holiday, as specified in Policy 305, falls within an approved vacation period, no accrued vacation time will be taken to cover that particular day.
2. In establishing employee vacation schedules, each Department Head shall consider both the employee's preference and the operating needs of the department. In all instances, vacations shall be requested at least ten (10) days in advance. Requests for changes in vacation schedules as initially established shall be allowed at the discretion of the Department Head. To minimize work disruption or under-staffing in cases of conflict over vacation schedules, the employee with the most seniority will receive

preference. No employee may be scheduled for vacation during a time that will place undue hardship on the entire department or the Village due to the employee's absence.

3. All earned, but unused vacation time shall be paid at time of separation from employment with the Village. (ILLINOIS STATE LAW—this does not include sick or personal time unused.)

### **304 — PERSONAL DAYS**

All regular full-time Village employees shall accumulate three (3) personal days per calendar year, to be used at the employee's discretion, subject to the approval of the Department Head. Each eligible employee shall receive three (3) personal days on January 1st of each year. New employees shall receive pro-rated personal time based on their date of hire:

<u>Month of Hire</u>	<u>Personal Hours</u>
January	24
February	22
March	20
April	18
May	16
June	14
July	12
August	10
September	8
October	6
November	4
December	2

Personal days may not be carried over from year to year, and unused personal days will not be paid upon separation from employment with the Village. All personal benefit time must be taken within the calendar year that it was given — all unused personal time remaining after December 31 of the year shall be lost.

### **304 PAID LEAVE**

Pursuant to the Paid Leave for All Workers Act (820 ILCS 192/1 et seq) all village employees not covered by a collective bargaining agreement (CBA), shall be entitled to earn a maximum of forty (40) hours of paid leave during a 12-month period, or a pro-rata number of hours of paid leave during a 12-month period. For purposes of this section, the 12-month period shall be the calendar year from January 1 to December 31.

#### **ACCRUAL OF PAID LEAVE**

Part-time, temporary and seasonal village employees shall earn paid leave on an accrual basis at the rate of one hour of paid leave for every forty (40) hours worked during a 12-month period, up to a maximum of forty (40) hours, at the commencement of employment or January 1, whichever comes later. Part-time village employees will not receive pay for unused leave upon separation of employment with the village.

#### **FRONT-LOADED PAID LEAVE**

Full-time village employees shall be entitled to forty (40) hours of paid leave to be available on the first day of each calendar year. The village further agrees to pay out up to sixteen (16) hours of unused paid leave upon separation of full-time village employees.

#### NOTICE REQUIREMENTS

For both types of paid leave, accrual and front-loaded, if an employee's request for leave is foreseeable, then a seven-day notice is required.

If an employee's request for leave is unforeseeable, then the notice shall be provided as soon as practically possible.

#### PAID LEAVE USE

All employees must use paid leave in a minimum of two (2) hour increments.

#### DENIAL OF PAID LEAVE

Foreseeable paid leave may be denied at the discretion of the Department Head if the requested paid leave places undue hardship on the entire department or the Village due to the employee's absence.

#### CARRY OVER

Full-time employees who receive front-loaded paid leave are not entitled to carry over paid leave from one 12-month period to the next.

Part-time employees who receive accrued paid leave shall be allowed to carry over annually from one 12-month period to the next 12-month period, but in no event shall a part-time employee be entitled to use more than forty (40) hours of paid leave in a calendar year.

#### RATE OF PAY

Employees shall be paid their regular rate of pay when taking paid leave, or if salaried, an hourly amount equivalent to their annualized rate of pay divided by the hours they are expected to work in a year.