



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: July 9, 2015

MEMO TO: S. Michael Rummel, Chair
Finance and Administrative Committee

Agenda Item# 9.1

FROM: Mary E. Kann
Director of Administration

SUBJECT: Revisions to Personnel Policy – 4.3 Military Training & Leave of Absence

RECOMMENDATION: Recommend adoption of an Ordinance amending Personnel Policy 4.3 - Military Training & Leave of Absence.

BACKGROUND: In reviewing District Personnel Policies, it was determined that within Policy 4.3, language was included in the policy section that should have been part of the procedure section. This language has been removed from the policy section and other language has been adjusted due to this deletion.

REASON FOR RECOMMENDATION: Committee recommendation and Board approval are required for a Policy change in accordance with District policy.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Legal Counsel.

FINANCIAL DATA: There is no financial impact.

PRESENTER: Mary E. Kann

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING PERSONNEL POLICY – 4.3 MILITARY TRAINING
AND LEAVE OF ABSENCE**

WHEREAS, on August 15, 1980 the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures (the “Policies”); and

WHEREAS, it is in the best interests of the District to amend the Policies with respect to Section 4.3 Military Training & Leave of Absence; and

WHEREAS, such amendment to the Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amendment”); and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2. Approval of Amendment. The Amendment is hereby approved. The Executive Director is hereby authorized and directed to revise the Policy in accordance with the Amendment.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2015

AYES:

NAYS:

APPROVED this _____ day of _____, 2015

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit # _____

4.3 Military Training & Leave of Absence

Effective Date: August 15, 1980

Revision Date: May 27, 1994, April 9, 2013, July 15, 2015

Policy

It is the policy of the District to provide, as the law provides, leave, and reinstatement and required compensation to all personnel who serve in the military. Military training leave shall be granted without loss of benefit leave.

~~An employee who is a member of a reserve component of the Armed Services or the Illinois National Guard (Uniformed Services) shall be granted annual training leave. The District shall pay the difference between the government allowance and the employee's base salary for two (2) workweeks per year. Military training leave shall be granted without loss of vacation leave.~~

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law, a leave of absence without pay, unless otherwise required, shall be granted to employees who leave their positions and enter military service. Such service is authorized only in cases where the employee has been officially called to active duty in the military service. Voluntary re-enlistments will not be considered on leave.