



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: November 8, 2018

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend Approval of an Ordinance amending the District's Personnel Policy 4.5 (Sick Leave).

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no financial impact.

BACKGROUND: In preparation for the payroll transition to ADP, system capabilities require a change in how sick time is accrued. Currently, employees are credited sick time over 24 of the 26 pay periods each year. ADP has informed us that their system cannot exclude the two pay periods from its calculation. The ADP system will divide total sick time by 26 and credit the quotient of that calculation on every pay period. This change does not impact the total amount of time earned.

The policy section of the Sick Leave policy defines how sick leave is accrued. The language needs to be modified to reflect the change in accrual periods. This change will be effective with the new payroll system on January 1, 2019.

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

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

AN ORDINANCE AMENDING PERSONNEL POLICY 4.5 (SICK LEAVE)

WHEREAS, on August 15, 1980, the Lake County Forest Preserve District (the "District") passed and approved certain Personnel Policies ("Policies") and Procedures, which have been amended from time to time; and

WHEREAS, it is in the best interest of the District to amend Policy 4.5 with respect to the accrual of sick leave days; and

WHEREAS, such amendment to Policy 4.5 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 ORDAINED 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 amend the Policy in accordance with the Amendment.

Section 3: Effective Date. This Ordinance shall be in full force and effect on January 1, 2019.

PASSED this ____ day of _____, 2018.

AYES:

NAYS:

APPROVED this ____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

4.5 Sick Leave

Effective Date: August 15, 1980

Revision Date: June 19, 1987, May 27, 1994, August 14, 1998, June 21, 2002, October 14, 2005, November 12, 2013, January 1, 2019

Policy

The District provides sick leave protection for its regular full-time employees and certain regular part-time employees. If an eligible employee is unable to work because of illness, he will continue to be paid during his absence, if he uses his accrued sick leave. ~~-against loss of income because of illness.~~

Eligible employees accrue sick leave with each pay period worked by the employee. ~~earn one (1) sick day for each month worked.~~ Regular fFull-time employees accrue a maximum of 12 sick leave days twice per monthyear. —Regular part-time employees who work 1,000 hours or more on an annual basis earn sick leave on a prorated basis. Other employees do not accrue sick leave.

Sick leave is accumulated for an indefinite period of time.