



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: January 9, 2020

MEMO TO: Terry Wilke, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend Approval of an Ordinance amending the District's Personnel Policy 4.1 – Paid Holidays.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There is no financial impact.

BACKGROUND: Personnel Policy 4.1 – Paid Holidays currently identifies eight fixed and five floating holidays. Staff recommends that Martin Luther King Jr. Day be changed from a floating holiday to a fixed holiday.

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 4.1 – PAID HOLIDAYS

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 4.1 with respect to paid holidays; and

WHEREAS, such amendment to Policy 4.1 shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amendment”);

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 14, 2020.

PASSED this ____ day of _____, 2020.

AYES:

NAYS:

APPROVED this ____ day of _____, 2020.

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



4.1 Paid Holidays

Effective Date: August 15, 1980

Revision Date: February 20, 1981, June 14, 1984, June 19, 1987, June 18, 1993, May 13, 1994, August 14, 1998, April 14, 2000, May 19, 2000, December 14, 2001, June 21, 2002, November 7, 2013, January 14, 2020

Policy

The following days are authorized holidays granted by the District:

New Year's Day
Martin Luther King's Birthday Jr. Day
Lincoln's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve and Christmas Day are fixed holidays. All other holidays are floating holidays. On the floating holidays, departments are required to remain open.