



DATE: June 5, 2023

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Recommend approval of an Ordinance amending Personnel Policy 4.2 – Vacation Leave.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no immediate direct financial impact. There is an indirect cost, in terms of productivity, with an additional week of vacation.

BACKGROUND: The District recently worked with Gallagher Benefit Services, Inc on a Classification and Total Compensation study. The study concluded that the District is behind the market in some benefit time offerings. Based on the survey results, the District lags with its vacation leave offerings once an employee hits 15 years of service. Based on the survey results, other organizations cap vacation leave benefits at an average of five (5) weeks, while the District presently caps vacation leave benefits at four (4) weeks. To be competitive with the market and retain current staff, staff recommends an additional week of vacation once an employee hits 15 years of service by amending Policy 4.2 – Vacation Leave as provided in the attached Ordinance.

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

MOTION: Motion to (1) recommend approval of an Ordinance amending Personnel Policy 4.2 – Vacation Leave in the District’s Personnel Policies & Procedures, in the form attached to staff’s June 5, 2023 memorandum.

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

**AN ORDINANCE AMENDING PERSONNEL POLICY 4.2 – VACATION LEAVE
IN THE DISTRICT’S PERSONNEL POLICIES & PROCEDURES**

WHEREAS, on March 19, 1976, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, it is in the best interests of the District to amend Policy 4.2 – Vacation Leave; and

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

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 Amended Policy. The Amended Policy is hereby approved, and the Policies are hereby amended to include the Amended Policy.

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 _____, 2023

AYES:

NAYS:

APPROVED this ____ day of _____, 2023

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____



4.2 Vacation Leave

Effective Date: August 15, 1980

Revision Date: June 19, 1987, May 27, 1994, August 21, 1998, April 14, 2000, June 21, 2002, October 14, 2005, November 7, 2013, July 11, 2018, January 1, 2019, December 9, 2021, May 4, 2023, June 14, 2023

Policy

Regular full-time employees accrue vacation leave at the following rates according to years of continuous employment service:

0- 5 4 years of service:	10 days per year
5 6- 12 9 years of service:	15 days per year
10 - 14 13 years of service and up :	20 days per year
<u>15 years of service and up:</u>	<u>25 days per year</u>

Regular part-time employees accrue prorated vacation leave at the following rates according to years of continuous employment service:

0- 5 4 years of service:	1 hr. of leave for each 26 hrs. worked
6 5- 9 12 years of service:	1 hr. of leave for each 17.5 hrs. worked
10 - 14 3 years of service and up :	1 hr. of leave for each 13 hrs. worked
<u>15 years of service and up:</u>	<u>1 hr. of leave for each 10.50 hrs. worked</u>