

DATE: October 2, 2023

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: (1) Recommend approval of an Ordinance adding Personnel Policy 4.13 – Paid Leave; and (2) approve the Procedures Section for Personnel Policy 4.13.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: There is no immediate direct financial impact.

BACKGROUND: Effective January 1, 2024, the Paid Leave for All Workers Act will take effect, requiring Illinois employers to provide paid leave for all employees no matter their employment status (full-time, part-time or temporary). The District (through Personnel Policy 4.2 – Vacation Leave) already provides paid leave for full-time employees and benefit-eligible part-time employees, i.e., employees working more than 1,000 hours per year). To comply with the requirements of the Act, the District must also offer paid time off benefits to part-time employees and temporary employees who currently are not eligible for such benefits. The approval of the attached Paid Leave Policy will bring the District into compliance with the Act.

Therefore, staff recommends that Policy 4.13 – Paid Leave be added to the District’s Personnel Policies & Procedures, as provided in the attached Ordinance.

Staff further recommends the approval of Procedures for new Policy 4.13 – Paid Leave, in the form attached to this memorandum.

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

MOTION: Motion to (1) recommend approval of an Ordinance adding Personnel Policy 4.13 – Paid Leave to the District’s Personnel Policies & Procedures; and (2) approve the Procedures Section for Personnel Policy 4.13 – Paid Leave, in the form attached to staff’s October 2, 2023 memorandum.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR OCTOBER MEETING
OCTOBER 11, 2023**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith “An Ordinance Adding Policy 4.13 – Paid Leave to the Personnel Policies & Procedures” and requests its approval.

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes: _____ Nays: _____

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

**AN ORDINANCE ADDING POLICY 4.13 – PAID LEAVE
TO THE 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 add a new Policy (Policy 4.13 – Paid Leave); and

WHEREAS, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New 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 New Policy. The New Policy is hereby approved and the Policies are hereby amended to include the New Policy.

Section 3: Effective Date. This Ordinance shall be in full force and effect as of January 1, 2024 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 Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. ____



4.13 Paid Leave

Effective Date: January 1, 2024

Policy

The District will provide Paid Leave, in compliance with the Paid Leave for All Workers Act to non-benefit eligible part-time employees and temporary employees. Paid Leave will accrue at a rate of 1 hour for every 40 hours worked up to a maximum of 40 hours annually.

Procedure

1. Paid Leave is accrued with each pay period worked by the employee. An employee will be eligible to take their paid leave once accrued.
2. Employees can take leave for any reason. Paid Leave cannot be taken in less than two (2) hour increments. If the leave is foreseeable, an employee must submit their request for paid leave to their manager via the District's HRIS System at least seven (7) days prior to the use of leave. If the leave is unforeseeable, notification must occur as soon as practicable.
3. Employees are not responsible for finding a replacement to cover any scheduled shift or portion of a shift that may be missed due to Paid Leave.
4. Accrued time will carry over but at no time can an employee's accrued paid leave balance exceed eighty (80) hours.
5. Any employee on unpaid approved leave does not accrue paid leave during the time they are on an unpaid leave.
6. Upon termination, any unused time will be forfeited. Any non-benefit eligible part-time or temporary employee who returns within twelve (12) months of separation will have their leave bank restored.