

**RESOLUTION 21-K**

**A RESOLUTION AMENDING THE PERSONNEL POLICY  
FOR CITY OF SULLIVAN EMPLOYEES**

**WHEREAS**, under and pursuant to Resolution 14-L, entitled "Resolution Establishing Personnel Policy for the City of Sullivan Employees", adopted October 27, 2014, the City Council of the City of Sullivan, Illinois approved and adopted a personnel policy known as and referred to as the "City of Sullivan Personnel Policy Handbook", referred herein simply as the 'Personnel Handbook', and,

**WHEREAS**, the City Council now desires to supplement and amend certain portions of the Personnel Handbook as set forth in this Resolution,

NOW, THEREFORE, BE IT ORDAINED that subsection B of section 7 thereof shall be amended by the Council of the City of Sullivan, Moultrie County, Illinois, as stated in the attached exhibit.

Passed this 9<sup>th</sup> day of August, 2021, by the Council of the City of Sullivan, Moultrie County, Illinois, and deposited and filed in the office of the City Clerk of said City on that date.

	AYE	NAY	ABSTAIN	ABSENT	CONFLICT
Glazebrook	✓				
Sherwood	✓				
Fowler	✓				
Woodworth	✓				
Booker	✓				

Carrie Green  
Carrie Green, City Clerk

Signed by the Mayor of the City of Sullivan, Moultrie County, Illinois, this 9<sup>th</sup> day of August, 2021.

Richard R. Glazebrook  
Richard Glazebrook, Mayor

Attest:

Carrie Green  
Carrie Green, City Clerk

## EXHIBIT A

### SECTION 1:

**B. Earned Vacation Schedule.** An employee shall receive 40 hours of vacation on his first day of employment for use in the following year. Thereafter, an employee shall be entitled to vacation based upon the years of continuous service in a position covered by this Agreement in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Annual Vacation Hours</u>
First day of employment	40
After 1 year	40
After 2 years	80
After 8 years	120
After 15 years	160

With the exception of the initial 40 hours given to an employee on his first day of employment, employees shall earn vacation in one (1) year for use in the following year. An employee will be credited the amount of vacation earned during his first year of continuous employment on his one (1) year anniversary of hire date for use in the year following his anniversary date. Thereafter, vacation shall be credited on the employee's anniversary date each year.

Vacation Eligibility - Vacation shall not accumulate during any pay period when the employee is on layoff, suspension or approved leave of absence without pay for the entire pay period. If the employee is receiving compensation for a work-related injury, the employee may continue to earn vacation leave for a period not to exceed six (6) months from the date of the employee's injury.

Vacation Pay - Vacation pay shall be paid at the rate of the employee's regular straight-time hourly rate of pay in effect for the employee's regular job classification at the time of the employee's vacation.

Vacation Scheduling - Employees desiring vacation leave shall submit their requests through the TimeClock Plus dashboard provided and in accordance with the procedure established by the City.

On or about January 1, all employees shall submit their first choice for vacation for the following calendar year. Such first choice may be scheduled for not less than forty (40) nor more than eighty (80) consecutive hours at a time. Each employee shall have five

(5) calendar days to submit his choice and any failure to do so within such period shall forfeit such employee's right to make such choice. Vacations shall be scheduled insofar as practical at times chosen by each employee, with the determination of preference being made on the basis of the needs of the City and the remaining employees to perform the duties.

Vacations of forty (40) consecutive hours at a time or less may be scheduled at any time at least thirty (30) calendar days in advance. Such vacations shall be scheduled on a first-come, first-served basis and shall be approved in advance by the department head or his designee. Provided, however, absent emergency, vacations of one (1) or two (2) days duration shall be scheduled at least three (3) calendar days in advance. Vacations under this paragraph must be scheduled in no less than four (4) hour increments and approved in advance by the department head. The department head or his designee may approve the use of vacation in lesser increments and waive the advance notice requirements of this paragraph under circumstances which will not create overtime.

It is expressly understood that the final right to designate vacation periods and the maximum number of employees who may be on vacation at any time is exclusively reserved to the City in order to ensure the orderly performance of the services provided the City.

Limitation on Accumulation of Vacation – An employee shall be allowed to carry over any unused vacation hours credited to him on his first day of employment for use in his second year of employment. Thereafter, any vacation time credited to an employee may not be carried over year to year, a year being defined as an employee's anniversary date to anniversary date.

Pay Upon Termination/Resignation - Employees shall receive compensation for all earned but unused vacation at the employee's regular straight-time hourly rate as of the employee's date of termination. The final compensation of a separated employee shall be paid in full on his next regularly scheduled payday.

Pay Upon Retirement - Any unused accrued vacation days, as of an employee's last physical day at work, will be used to extend out his date of retirement. The balance of unused vacation hours will be treated as a salary/hourly payment to the employee, which simply pushes back his retirement and final paycheck to a later date.

Vacation Cancellation - In the case of an emergency or operational need, the department head may cancel and reschedule any or all approved vacation.

Vacation Reporting - All vacation time, sick leave and leaves of absence taken shall be requested by the employee through the TimeClock Plus dashboard and approved by the department head or his designee, which will be reviewed by the HR Director or his designee.

**SECTION 2:** This resolution shall be in full force and effect immediately upon its passage and shall apply retroactively to any active full-time employee who is currently in his first year of employment.