

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Dir. of Human Resources **DATE:** June 19, 2001
(Name)

RECOMMENDATION FROM: _____ **FILE REF:** _____
(Board or Department)

NATURE OF ACTION:

- Ordinance
- Resolution
- Motion
- Other

STEPS NEEDED TO IMPLEMENT ACTION:

Motion to Adopt "A RESOLUTION AMENDING THE EMPLOYEE ADMINISTRATIVE RULES AND REGULATIONS OF THE VILLAGE OF DOWNERS GROVE, ILLINOIS", as presented.

23

SUMMARY OF ITEM:

Adoption of the attached resolution will authorize certain amendments to Section 5.1.9 of the Village of Downers Grove Employee Administrative Rules and Regulations concerning FLMA Leave requirements dated June 19, 2001.

RECORD OF ACTION TAKEN:

RESOLUTION NO. _____

A RESOLUTION AMENDING THE EMPLOYEE ADMINISTRATIVE RULES AND REGULATIONS OF THE VILLAGE OF DOWNERS GROVE, ILLINOIS

WHEREAS, the Village Manager has heretofore issued Employee Administrative Rules and Regulations; and

WHEREAS, the Village Council of the Village of Downers Grove, has heretofore approved these Employee Administrative Rules and Regulations; and

WHEREAS, it has been recommended by the Village Manager that the FMLA Leave requirements of these Employee Administrative Rules and Regulations be amended by requiring that employees exhaust all accrued paid leave prior to utilizing sick leave.

NOW, THEREFORE, BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois as follows:

1. That the existing Employee Administrative Rules and Regulations be and are hereby amended by substituting Section 5.1.9 of the Village of Downers Grove Personnel Manual, dated June 19, 2001, a copy of which is attached hereto as Exhibit 1.
2. That all resolution or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.
3. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:
Attest:

5.1.9 FMLA Leave - May Use Available Paid Leave - Res. 96-11 (2/13/96) (06/19/01)

(a) For family leave for birth, adoption or foster placement of a child, an employee will be required to ~~may~~ utilize available paid vacation, compensatory time and personal (floating holiday time) leave before unpaid FMLA leave is commenced. When an employee has exhausted all accrued paid vacation, compensatory time and personal leave for a portion of the family leave, an employee may utilize available paid sick leave for the remainder of the family leave. Under no circumstances shall the family leave exceed twelve (12) weeks.

(b) For medical leave for a personal or family serious health condition, an employee may utilize available paid sick, vacation, compensatory time and personal (floating holiday time) leave before unpaid FMLA leave is commenced. For purpose of this section, accumulated sick leave shall be considered as available only to the extent that the sick leave privilege may be used pursuant to section 4.3.3 of this Manual.

(c) Paid leave taken as provided in sub-section (a) and (b), above, shall be counted as FMLA leave against the total FMLA leave permitted within any 12 month period.