

ORDINANCE NO. 23-37

AN ORDINANCE ADOPTING PAID LEAVE BENEFITS FOR ALL VILLAGE EMPLOYEES

WHEREAS, the Village of Coal City (“**Village**”), as a non-home rule unit of local government which employs individuals and sets terms and conditions of employment through policy and pursuant to collective bargaining agreements; and

WHEREAS, on March 13, 2023, the Governor of Illinois signed into law the Paid Leave for All Workers Act in the State of Illinois that requires certain employers to provide an amount of paid leave during a 12-month period (“**Paid Leave for All Workers Act**” or “**the Act**”); and

WHEREAS, the Paid Leave for All Workers Act stipulates employees are entitled to begin accruing leave under the Act on their first day of employment, and must be allowed to begin using their leave 90 days after their hire date; and

WHEREAS, the Paid Leave for All Workers Act will take effect on January 1, 2024; and

WHEREAS, the Village already provides generous paid leave for its employees under its collective bargaining agreements and/or the Village’s personnel policies; and

WHEREAS, Section 15(p) of the Paid Leave for All Workers Act provides that “the provisions of this Act shall not apply to any employer that is covered by a municipal or county ordinance that is in effect on the effective date of this Act that requires employers to give any form of paid leave to their employees, including paid sick leave or paid leave.”

WHEREAS, the Village finds that the Village has already fulfilled the spirit and intent of the Act as an employer given the current rights of employees available under collective bargaining agreements and/or the Village personnel policies which provide paid leave benefits to employees; and

WHEREAS, the Village finds it in the public interest to clearly define the minimum requirements regarding paid leave which apply to the Village, and that this Ordinance is in the best interests of the health, safety and welfare of the public.

NOW, THEREFORE, BE IT ORDAINED, by the Corporate Authorities of the Village of Coal City, Grundy and Will Counties, Illinois, as follows:

SECTION 1: The Village Board hereby finds that the recitals contained in the preambles are true and correct and incorporates them into this Ordinance by this reference.

SECTION 2: The Village Board finds and determines that the adoption of this Ordinance is in the best interest of the Village as well as in the public interest.

SECTION 3: Pursuant to Section 15(p) of the Act, the Village hereby adopts its current paid leave policies for all Village employees as set forth in Chapter 3 of the Employee Handbook and Attached as Exhibit A. All Village employees shall receive paid leave in accordance with the adopted policy accrual.

SECTION 4: All Ordinances, resolution, and policies or parts thereof in conflict with the provisions of this Ordinance are, to the extent in conflict, expressly repealed on the effective date of this Ordinance.

SECTION 5: If any provision of this Ordinance or application thereof to any person or circumstance is ruled unconstitutional or invalid, such invalidity shall not affect other provisions

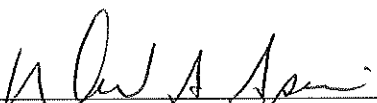
or applications of this Ordinance that can be given effect without the invalid application or provision and each invalid provision or application of this Ordinance is severable.

SECTION 6: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as required by law.

SO ORDAINED this 13th day of December, 2023, at Coal City, Grundy & Will Counties, Illinois.

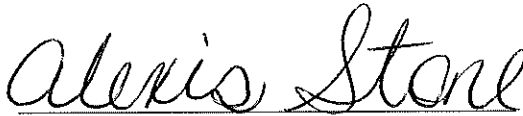
AYES: 5
NAYS: 0
ABSENT: 1
ABSTAIN: 0

VILLAGE OF COAL CITY



David A. Spesia, President

Attest:




Alexis Stone, Clerk
by: 
Deputy Clerk

EXHIBIT A

3. Where employees are scheduled and required to work on a designated holiday, employee shall be paid at time and a half for each hour worked plus (8) hours of holiday pay.
4. An employee must work his scheduled day immediately before and after a holiday unless he has an excused paid absence such as sick leave, vacation, etc. The Village will require a doctor's certificate for verification and to authorize pay.
5. If a holiday falls on a Friday or a Monday, City Hall will be closed on Saturday.

3-4 OVERTIME:

Permanent hourly employees who are required by their Department heads to work over forty (40) hours in a normal work week are to be paid overtime rates at time and a half for the hours worked over (40) hours per week. The Village reserves the right to utilize compensation time in lieu of overtime pay, subject to federal and state employment laws and regulations.

3-5 PERSONAL DAYS:

All full time, permanent employees are entitled to two (2.6672) hours of paid personal time ("Y" time) for every full month of employment (24.32 hours per year). Requests for Y time should be made to the Department head and/or Village Administrator as far in advance as possible. The Village will make every effort to grant the time requested, provided the Village work load can be adequately managed that granting the leave will not significantly impact the operations of the Village. All denials will be made in writing. Y time must be taken in the year earned; any unused Y time will be forfeited. Y time will be frontloaded to each employee at either the start of the calendar year or 90 days following the start of their employment.

All part-time employees will earn paid personal time ("Y" time) at a rate of 1 hour of Y time for every 40 hours actually worked up to a maximum of 40 hours. Part-time employees may carry over paid personal time from year to year up to a maximum of 80 hours of accrual. Part-time employees are only entitled to utilize a maximum of 40 hours of paid personal leave each calendar year. Y time will be available for use 90 days following the start of employment. The Village will make every effort to grant the time requested, provided that granting the leave will not significantly impact the operations of the Village. All denials will be made in writing.

Upon separation, all paid personal leave will not be paid out. Should an employee be rehired within 12 months of separation, they will be credited with the paid personal leave they accrued but did not use. This leave will be available for immediate use.

The Village shall maintain for at least 3 years a record of each employee's hours worked for each day in the workweek, the total paid leave that would have been earned based on the hours worked, the paid leave utilized, requests for paid leave, written denials, and the remaining paid leave balance available upon separation.

In addition, each full-time, permanent employee shall receive one floating holiday (8 hours) each year, commencing with the one (1) year anniversary of the employee. The employee's

~~supervisor or Village Administrator must approve scheduling of each employee's floating holiday. Floating holidays will not be allowed to be scheduled around existing holidays.~~

3-6 CALL OUT COMPENSATION:

When an employee who is eligible to receive overtime pay is summoned back to the work place by the Department head or by his or her agent to perform emergency duty during scheduled off hours, a minimum of TWO HOURS at the time and a half rate shall be provided. If the employee already is on duty, only actual time worked shall be at time and a half.

3-7 VACATION LEAVE:

Every permanent, full time employee in the Village of Coal City shall be allowed annual vacation leave with pay after ~~three (3) months~~ 90 days of continuous service, to be earned at the following annual rate:

3 Months 90 Days - 5 Years' Service - 80 working hours - Commencing after one (1) year of service on anniversary date.

6-10 Years' Service - 120 working hours - Commencing with the calendar year in which the employee attains 6 years of service on anniversary date.

11-16 Years' Service - 160 working hours - Commencing with the calendar year in which the employee attains 11 years of service on anniversary date.

After 16 Years' of Service - 168 working hours - Commencing with the calendar year in which the employee attains 16 years of service on anniversary date.

After 17 Years' of Service - 176 working hours - Commencing with the calendar year in which the employee attains 17 years of service on anniversary date.

After 18 Years' of Service - 184 working hours - Commencing with the calendar year in which the employee attains 18 years of service on anniversary date.

After 19 Years' of Service - 192 working hours - Commencing with the calendar year in which the employee attains 19 years of service on anniversary date.

After 20 Years' of Service - 200 working hours - Commencing with the calendar year in which the employee attains 20 years of service on anniversary date.

1. The probationary period shall be counted as continuous service when calculating vacation benefits.
2. If a holiday falls within a vacation period, an additional vacation day shall be credited to the employee.
3. Vacation time is not cumulative. Therefore, vacation time must be taken in the year earned. Unused vacation shall be forfeited.