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COUNTY OF LAKE)

COUNTY BOARD, LAKE COUNTY, ILLINOIS
ADJOURNED REGULAR SEPTEMBER, A.D., 2003 SESSION
MAY 11, A.D., 2004

MADAM CHAIRMAN AND MEMBERS OF THE COUNTY BOARD:

Your Financial and Administrative Committee presents herewith an ordinance amending Section 4.2 General Leave of the Lake County Employee Policies and Procedures Ordinance and requests its adoption.

Respectfully submitted,

[Signature] Aye Nay
Chairman X _____

Vice-Chairman

Robert Sabon A _____

Carol Galabusa X _____

Stinson _____

Shana O'Kelly X _____

Financial & Administrative
Committee

ORDINANCE

WHEREAS, the County of Lake established the Employee Policies and Procedures Ordinance to serve as a clear policy statement, providing for the equitable treatment of employees as well as the terms, conditions and benefits of the Lake County employment relationship; and

WHEREAS, the County of Lake establishes policies and procedures to ensure its compliance with the relevant County Board Rules and State and Federal laws concerning employment and conditions of employment; and

WHEREAS, the County of Lake is committed to maintaining its employment practices, and thus subjects said practices to modification and development in order to be responsive to changes in the employment population; and

WHEREAS, the Finance and Administrative Committee of the County Board has reviewed the recommended amendments and adoption by the County Administrator and the Director of Human Resources.

NOW, THEREFORE, BE IT ORDAINED, by this the County Board of Lake County, Illinois, that the Lake County Employee Policies and Procedures Ordinance is hereby amended to include revised Section 4.2 as attached hereto and made part of this ordinance.

DATED, at WAUKEGAN, LAKE COUNTY, ILLINOIS, on this 11th day of May, A.D., 2004.

4.2 General Leave

Effective Date: Original

Revision Date: February 9, 1999 and November 9, 1999

Revision Date: March 9, 2004

Revision Date: May 11, 2004

Policy

(1) Accrual Rates

- a. Regular full-time employees accrue general leave credit on a bi-weekly basis at the following rates (according to years of active and continuous service):

1-5 years of service:	2 weeks per year
6-12 years of service:	3 weeks per year
13 years of service and up	4 weeks per year

EXAMPLE: Mary began work on February 1, 2000. On February 1, 2005, she completed five (5) years of continuous active service. During the twelve (12) months preceding her anniversary on February 1, 2005, Mary accrued two (2) weeks of general leave credit. However, when Mary started her sixth year of employment on February 1, 2005, her accrual rate increased to 3 weeks per year.

- b. The County Administrator may, in their discretion, recognize non-county years of service for the purpose of computing vacation and offer up to three weeks accrual per year of general leave time to senior manager level employee (grade 17 or higher) when necessary to recruit or retain the best qualified candidate for a County position.
- c. Regular part-time employees accrue general leave credit on the same continuous years of service basis as regular full-time employees, except that it is prorated according to the number of hours actually worked. The prorated formula is:
- | | |
|------------------------|--|
| 1-5 years of service: | 1 hr. of leave for each 26 hrs. worked |
| 6-12 years of service: | 1 hr. of leave for each 17 ½ hrs. worked |
| 13 years of service: | 1 hr. of leave for each 13 hrs. worked |
- d. New employees become eligible to use accrued general leave credit upon satisfactory completion of their six-month introductory period. At that time, general leave credit will be applied retroactively to the date the employee started working for the County.
- e. Temporary full-time and temporary part-time employees do not accrue general leave credit.
- f. Employees will not accrue general leave credit while they are on an unpaid leave (including but not limited to unpaid FMLA leave, extended medical leave, or personal leave of absence) or when they are receiving IMRF disability payments.

Also, the employee's accrual rate for general leave credit will be based on the time that the employee has been on the County payroll. If the employee has been on an unpaid leave or on IMRF disability leave, that time will not be counted when figuring the employee's length of service and accrual rate.

For instance, if an employee is in her sixth year of employment with the County but has not been on the payroll for more than five years (due to unpaid leave or IMRF disability), the employee will only accrue two weeks of vacation per year.

- g. Break in service: Employees who leave their employment with Lake County in good standing, and are ultimately re-hired within 30 months may have their accrual rate reinstated.

(2) When General Leave May be Taken

- a. No employee may take general leave within the first six calendar months of employment or while the employee is still serving his introductory period (even if the introductory period is extended beyond six months). Any employee who has satisfactorily completed his introductory period may take general leave as it is accrued, under conditions established by his Department Head in accordance with this section.
- b. If an employee leaves County employment before satisfactorily completing his introductory period, the employee will not receive payment for his accrued general leave credit.

EXAMPLE: Jane began work on February 1, 2004 and terminated on June 15, 2004. She is not entitled to receive any payment for general leave credit accrued at the time of separation.

- (3) Employees must submit their request for general leave to their Department Head at least two (2) weeks in advance of the intended absence and indicate the date and duration of the leave time requested. Department Heads may require this notification in writing. Department Heads may waive this notification in emergency situations when advance approval cannot be obtained. Department Heads may deny a leave request if it interferes with the efficient and effective operation of his department or the County. Leave time should be so scheduled so that temporary help is not required or overtime payments made to present employees.
- (4) If a holiday occurs during an employee's general leave period, an additional day of general leave time will be allowed.
- (5) In order to accommodate changes incurred by the implementation of the BOSS system, employees will be permitted to carry general leave time balances in excess of 330 hours from July 1, 2004 through November 30, 2005.

However, **effective December 1, 2005**, the 330 hour limit will be re-instated and employees will not be permitted to carry general leave time balances in excess of 330 hours. After November 30, 2005, employees will stop accruing general leave credit if their general leave time balance exceeds 330 hours in any pay period and employees who leave County employment will not receive monetary reimbursement for any hours that exceed the 330 hour limit.

Department Heads may, with the concurrence of Human Resources and the Financial and Administrative Committee, designate key employees who may exceed the 330 hour maximum for one year. In certain instances, if the accrual of 330 hours interferes with the efficient operations of the department, the Department Head may set a limit, lower than 330 hours of accrual. However, in those situations the Department Head will give the affected employee three months notice.

EXAMPLE: Sam earns four weeks a year and has a 230 hour balance on the anniversary date of his employment. Only 100 out of the 150 hours he is eligible for, will be applied to his balance for a maximum of 330. Sam will not receive monetary reimbursement for the extra 50 hours.

- (6) Employees who are eligible for general leave may take such time and split it into separate increments, but at no time shall leave credit be split into less than one-half (1/2) hour.
- (7) General leave time may be applied toward the use of the Family and Medical Leave Act. Please see Section 4.8 for more details.
- (8) **Transfers:** An employee who transfers from one County Department to another County department shall retain general leave accrued and remain in continuous service for purposes of earning future general leave. The department from which he transferred shall certify, in writing, the leave balance as of the date of the transfer.
- (9) **Terminations:** Effective July 1, 2004, upon the termination of an employee eligible to use general leave, (i.e. one who has successfully completed his introductory period and has been actively employed a minimum of six (6) consecutive calendar months, all accumulated leave credit will be paid as of the date of termination on his final check, up to a maximum of 330 hours.

Employees eligible for general leave who terminate their employment because of death or retirement shall receive payment for any unused general leave in a final paycheck, up to a maximum of 330 hours.