

VILLAGE OF BIG ROCK
ORDINANCE NO. 2015- 21

AN ORDINANCE APPROVING AN AMENDED PTO/HOLIDAY POLICY

ADOPTED BY THE BOARD OF TRUSTEES
OF THE VILLAGE OF BIG ROCK
THIS 13TH DAY OF OCTOBER, 2015

Published in pamphlet form by the authority of the Board of Trustees of the
Village of Big Rock, Kane County, Illinois
this 13th day of October, 2015

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AN ORDINANCE APPROVING AN AMENDED PTO/HOLIDAY POLICY

WHEREAS, the Village of Big Rock is a municipal corporation duly organized and operating pursuant to the laws of the State of Illinois; and

WHEREAS, the Village has previously approved a PTO/Holiday Policy for its full-time and part-time employees; and

WHEREAS, on the advice of Village auditors, the Village of Big Rock Board of Trustees desires to amend its PTO/Holiday Policy to provide that PTO hours/days must be used within the "fiscal year" rather than the "calendar year" since PTO hours/days begin to accrue for employees on the start of the fiscal year.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Big Rock, Kane County, Illinois, as follows:

Section 1: The above-stated Recitals are hereby restated and incorporated into this Section 1 as though fully set forth herein.

Section 2: The Village of Big Rock PTO/Holiday Policy is hereby amended to provide that PTO hours/days must be used within the "fiscal year" rather than the "calendar year," as set forth in the Policy attached hereto as Exhibit "A." A copy of this Policy, as amended, shall be distributed to all full-time and part-time employees with an explanation of the amendment.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of the conflict.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication in pamphlet form as provided by law.

PRESENTED to the Board of Trustees of the Village of Big Rock, Kane County, Illinois on this 13th day of October, 2015.

Trustee Hanninen Y Trustee Metzger Y Trustee Lynch Y
Trustee McCannon Y Trustee Walsh Y Trustee Shimkus Y

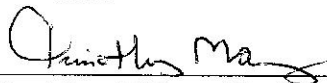
PASSED by the Board of Trustees of the Village of Big Rock, Kane County, Illinois, this 13th day of October, 2015.

SIGNED by the President of the Board of Trustees of the Village of Big Rock, Kane
County, Illinois, this 13th day of October, 2015.



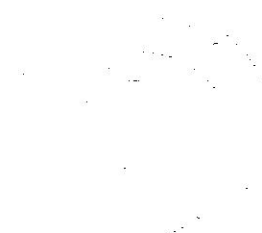
Dean Hummell, President
Village of Big Rock, Illinois

ATTEST:



Tim May, Village Clerk
Village of Big Rock, Illinois

(SEAL)



STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

CLERK'S CERTIFICATE

I, Tim May, certify that I am the Village Clerk of the Village of Big Rock, Kane County, Illinois, and as such officer I am the keeper of the records, files and proceedings of the corporate authorities of said municipality.

I further certify that:

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was adopted by the President and Board of Trustees of the Village of Big Rock at a meeting held on October 13, 2015 and approved by the Village President on October 13, 2015. I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board complied with all the requirements of the Illinois Open Meeting Act.

I do further certify that the ordinance, of which the attached is a true and correct copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of same.

IN WITNESS WHEREOF, I have hereunto affixed my official hand and the seal of the municipality this 13th day of October, 2015.

(SEAL)



Tim May, Village Clerk
Village of Big Rock, Illinois

EXHIBIT "A"

VILLAGE OF BIG ROCK PTO/HOLIDAY POLICY (AS AMENDED)

Village Of Big Rock PTO/Holiday Policy

PTO & Holiday pay provides you with more flexibility to use your time off to meet personal needs, observe a national holiday, while recognizing your individual responsibility to manage your paid time off.

With the Village of Big Rock PTO program, you will be given a set number of hours based on your status (part time/full time and/or hours worked). Then based on the office demands you will determine how you will use it-for vacation, illness, attendance of children, school activities, medical/dental appointments, personal business or emergencies. A separate holiday schedule will be attached for the days in which the office will be closed in observance.

PTO hours/days must be used within the fiscal year and cannot be carried over to any following years without approval of the Village President.

ELIGIBILITY:

You are eligible to participate in the PTO program if you are a regular status employee scheduled to work at least 20 hours per week.

ACCRUAL SCHEDULE FOR EMPLOYEES

	<u>Hours Accrued</u>	<u>Maximum Annual Accrual (Hours)</u>
Full Time (40+ hours)	<u> 120 </u>	<u> 120 </u>
Part Time (20+hours)	<u> 60 </u>	<u> 60 </u>

- Accrued hours are subject to change at any time by the Village Board