

**RESOLUTION**  
**R 83-16**

**A RESOLUTION AUTHORIZING AMENDMENTS OF THE**  
**HUMAN RESOURCES MANUAL OF THE VILLAGE OF LOMBARD**

**WHEREAS**, the Corporate Authorities of the Village of Lombard adopted the Human Resources Manual on February 1, 1990, with the approval of Resolution R-70-90; and

**WHEREAS**, amendment to the Human Resources Manual have been recommended by Village Staff and, recommended that the Corporate Authorities of the Village of Lombard adopt said amendments; and

**WHEREAS**, Section 2 of Resolution 70-90 provides that any substantive change to the Human Resources Manual be presented to the Corporate Authorities of the Village of Lombard for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS as follows:

**SECTION 1:** That the Village of Lombard Human Resources Manual be amended as provided in Attachment "A", which is attached hereto and made a part hereof

**SECTION 2:** That the amended Human Resources Manual (Attachment "A") be distributed to all Village employees and elected officials.

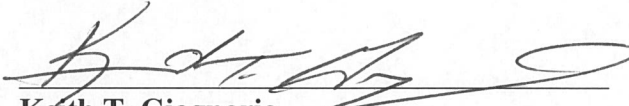
Adopted this 15<sup>th</sup> day of December, 2016.

Ayes: Trustee Whittington, Fugiel, Foltyniewicz, Johnston, Pike and Ware

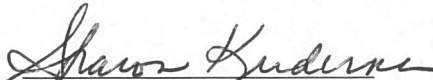
Nays: None

Absent: None

Approved this 15<sup>th</sup> day of December, 2016.

  
**Keith T. Giagnorio**  
**Village President**

ATTEST:

  
**Sharon Kuderna**  
**Village Clerk**

4. If a holiday falls within a properly scheduled vacation period for non-shift personnel, the holiday shall not count as a day of vacation.
5. In the event an employee **does not work the regularly scheduled day before and the regularly scheduled day after a holiday**, and he/she is not on a previously authorized absence, that **employee shall not receive holiday pay** unless proof of illness or an otherwise acceptable absence is established to the satisfaction of the Department Head and Human Resources.
6. The Floating Holiday is available after the first six- (6) months of employment for all regular full-time and regular part-time, non-bargaining unit employees. Regular part-time employees will be granted four (4) hours of paid leave time for the floating holiday.

**H. VACATION LEAVE**

1. Except as otherwise provided in this section, eligible full-time employees, as defined in **Section A**, and **except those listed in Section 2 below** shall earn vacation on a bi-weekly basis granted at the convenience of the Department Head according to the following schedule:

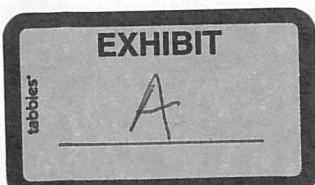
<u>Years of Service</u>	<u>Bi-Weekly Earned Rate</u>	<u>Total Annual Vacation Hours</u>
1 - 4 Years	3.08	80
5 - 8 Years	4.62	120
9 - 17 Years	6.16	160
18+ Years	7.70	200

Regular part-time employees earn .0385 times all hours worked bi-weekly.

2. Department Heads shall earn vacation according to the following schedule:

<u>Years of Service</u>	<u>Bi-Weekly Earned Rate</u>	<u>Total Annual Vacation Hours</u>
1 - 4 Years	4.62	120
5 - 8 Years	6.16	160
9+ Years	7.70	200

3. The Village Manager may grant additional earned vacation leave to a Department Head as a condition of employment.
4. Employees earning one hundred twenty (120) hours of vacation or less shall take at least forty (40) hours of vacation leave per year, unless specifically exempted by the Village Manager. Employees earning one hundred sixty (160) hours of vacation or more, shall take at least eighty (80) hours of vacation leave per year.



5. No employee shall be allowed to carry forward more than 240 hours vacation leave to the beginning of a new calendar year, unless authorized in writing by the Village Manager. Such authorization may be considered in extenuating circumstances and the employee will be required to project a date when the excess hours will be used. In the absence of such specific authorization, an employee who has accumulated 240 hours of vacation leave shall not earn additional vacation leave until the employee's balance of earned vacation leave falls before the maximum accrual amount of 240 hours.
6. Employees shall not be entitled to the use of vacation leave in excess of the employee's total accrued leave without the written approval of the Department Head and the Village Manager.
7. All employees, except firefighters, shall be entitled to the use of vacation leave after the first six- (6) months of employment. Under special circumstances the Village Manager may allow the use of any earned vacation during the first six (6) months of employment.
8. Employees promoted to a regular full-time position from a regular part-time position, in which vacation leave was being earned, will progress to the level of vacation earnings scheduled for their years of continuous service.
9. Battalion Chiefs and Fire Lieutenants who work a 24 hour shift are exempt from paragraphs 1 & 2 of this section and shall earn vacation leave in 24-hour increments granted at the convenience of the Department Head according to the following schedule:

<u>Length of Service</u>	<u>Shift Days</u>
Employees in 2 <sup>nd</sup> thru 4 <sup>th</sup> years of service	7 shift days
Employees in 5 <sup>th</sup> thru 8 <sup>th</sup> years of service	10 shift days
Employees in 9 <sup>th</sup> thru 15 <sup>th</sup> years of service	12 shift days
Employees in 16 <sup>th</sup> year and thereafter	14 shift days

Effective 1/1/18

Employees in 2 <sup>nd</sup> thru 4 <sup>th</sup> years of service	7 shift days
Employees in 5 <sup>th</sup> thru 8 <sup>th</sup> years of service	10 shift days
Employees in 9 <sup>th</sup> thru 15 <sup>th</sup> years of service	12 shift days
Employees in 16 <sup>th</sup> year and thereafter	15 shift days

## I. PERSONAL LEAVE

1. All regular full-time employees shall be entitled to sixteen (16) hours of personal time per calendar year (except Firefighters, Fire Lieutenants and Battalion Chiefs). Regular part-time employees shall be entitled to eight (8) hours per calendar year. Use of such leave shall be with the approval of the Department Head. Introductory employees must be employed for at least six (6) months to be eligible for the use of Personal Leave.