

ORDINANCE 11- 52

AN ORDINANCE AMENDING THE PERSONNEL CODE

WHEREAS, the Administrative Committee has reviewed the Personnel Code and has determined the best interest of the Village will best be served by amending the Code.

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: The Village of Chatham Personnel Code effective May 1, 2010 is hereby amended as follows is hereby adopted:

§ 35.074 SICK LEAVE.

(A) All employees may take sick leave in accordance with this section, but only full-time and part-time employees are entitled to paid sick leave.

(B) An eligible employee shall accumulate sick leave at a rate of eight hours for each months service. The proration calculated for part-time employees in § 35.071 shall apply to sick leave.

(C) An eligible employee may accumulate sick leave up to a maximum of 960 hours. After accumulation of 960 hours, sick time shall be transferred to Personal Time at a rate of one half (8 hours sick to 4 hours personal). When the services of an employee are terminated as a result of disciplinary action, no compensation will be paid for accrued sick leave. In all other cases, accrued paid sick leave will be paid at half of the employee's then current straight time rate of pay.

(D) A full-time or part-time employee without accumulated paid sick leave who requires additional sick leave will have sick days deducted from vacation time, if the employee has accumulated vacation time, or the time will be docked.


(E) Sick leave shall be taken in minimum increments of one hour and may be used for illness, disability or injury, doctor or dentist appointments, or appointments with other professional medical practitioners. Sick leave may be used for injury or disability of the employee's immediate family.

(F) An employee taking sick leave shall, unless incapacitated, notify his or her department head by telephone no later than starting time on the date of the absence, and of each day thereafter of absence. (If a department head is sick, he or she shall notify the Administrative Assistant. The department head shall notify the Administrative Assistant of the employee's absence. An employee who does not comply with these rules shall be charged with an unauthorized absence.


(G) An employee must have a doctor's slip to return to work after three consecutive days of sick leave.

SECTION 2: This Ordinance is effective upon passage and approval, as provided by law. The Clerk shall cause this Ordinance to be included in the Village of Chatham Code of Ordinances.

ADOPTED this 11th day November, 2011


Thomas S. Gray, President
Village of Chatham

ATTEST:


Pat Schad, Clerk

AYES: 6 HERR MAUL BOYLE
6 HOLDEN KAUNAKH SCHATTEMANI
NAYS: 0
ABSENT: 0

PASSED: 11-8-11
APPROVED: 11-8-11

