

ORDINANCE 14-23

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 is hereby amended as follows and hereby adopted:

§ 35.075 PERSONAL HOURS.

- (A) Full-time Employees may take personal hours in accordance with this section.
(B) Full-time Employees shall receive 48 hours personal, except Police Officers and Police Sergeants who shall receive 56 hours personal leave on January 1 of each year.
(C) Personal hours may not be accumulated and carried over to the following year nor shall unused days be paid on termination.
(D) Personal Hours may be used in minimum increments of two hours.
(E) Applications shall be filed with the department head a minimum of 24 hours prior to the requested leave, except in an emergency. The department head shall allow or deny the request based on department needs.

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 13th day May, 2014



Thomas S. Gray
Thomas S. Gray, President
Village of Chatham

ATTEST:

Pat Schad, Clerk

AYES: 6 CLAYTON KIMSEY BOYKE HOLDEN
FORBEA SCHATTEMAN PASSED: 5-13-14
NAYS: 0 APPROVED: 5-13-14
ABSENT: 0