

RESOLUTION NO. 032624

**A RESOLUTION
TO APPROVE THE HANOVER TOWNSHIP PAID LEAVE
FOR ALL WORKERS ACT POLICY**

WHEREAS, the Supervisor and Board of Trustees of Hanover Township (the “Board”) sets the personnel policy for the employees of Hanover Township; and

WHEREAS, the Board has adopted the Hanover Township Personnel Policy (the “Personnel Policy”), as amended by Hanover Township Resolution #121512-2, to codify the personnel policy for the employees of Hanover Township; and

WHEREAS, the Board deems it necessary and appropriate from time-to-time to conduct an analysis of the Personnel Policy and revise the Personnel Policy, *inter alia*, to comply with current employment laws, statutes, regulations, and ordinances; and

WHEREAS, the Board has reviewed the Personnel Policy and deems it necessary and appropriate to amend the Personnel Policy to implement the provisions of the Paid Leave for All Workers Act (the “Act”), 820 ILCS 192/1 *et seq.*, and set forth the rules and procedures related to employees’ use of paid time off provided for under the Act; and

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and Board of Town Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: INCORPORATION OF RECITALS. The recitals are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: ADOPTION. The Hanover Township Paid Leave for All Workers Act Policy, as provided in the amendments to the Personnel Policy set forth herein, is hereby adopted and approved.

SECTION THREE: DIRECTION TO STAFF. The Township Administrator, or his designee, is directed to delete the stricken text (indicated textually in the same manner as the following example: “~~stricken text~~”) from, and to add the underlined text (indicated textually in the same manner as the following example: “underlined text”) to, the Personnel Policy, as follows:

A. Article XI, Section H, Subsection 3 of the Personnel Policy is stricken in its entirety, and the following is replaced therefor:

3.) Paid Leave for All Workers

- a. All employees are eligible for paid leave under this provision.
- b. Employees may take paid leave for any reason and will not be required to provide the Township with a reason for taking paid leave.
- c. An employee may choose whether to use paid leave provided under this provision prior to using any other paid time off provided by the Township.
- d. When an employee takes paid leave, the employee will not be required to look for or find a replacement worker to cover the hours during which the employee takes paid leave.
- e. Beginning January 1, 2024, all current hourly employees will begin accruing paid leave. Hourly employees hired after January 1, 2024, will begin accruing paid leave on their first day of employment.
 - i. Hourly employees will accrue paid leave at a rate of one (1) hour of paid leave for every forty (40) hours worked.
 - ii. Hourly employees can accrue up to forty (40) hours of paid leave every calendar year.
 - iii. Any unused and accrued paid leave at the end of the calendar year will carry over to the next calendar year.
- f. Beginning January 1, 2024, all current salaried employees will receive forty (40) hours of accrued paid leave. Salaried employees hired after January 1, 2024, will receive a pro rata number of hours of paid leave on their first day of employment up to forty (40) hours of accrued paid leave based on the first day of employment.
 - i. Salaried employees will receive 40 hours of accrued paid leave every year on January 1.
 - ii. Salaried employees must use their accrued paid leave prior to the expiration of the calendar year or forfeit the paid leave.
- g. Employees can use a maximum of forty (40) hours of accrued paid leave every calendar year.
 - i. Paid leave can only be taken on days an employee is scheduled to work.
 - ii. Hourly employees can take paid leave in two-hour increments sufficient to cover the employees' scheduled work hours missed.

- iii. Salaried employees can take paid leave in two-hour increments up to a maximum of eight (8) hours of paid leave per workday.
- h. Employees hired on or before January 1, 2024, will be able to use accrued paid leave beginning March 31, 2024. Employees hired after January 1, 2024, can begin using accrued paid time after 90 days of service.
- i. Employees will be paid their regular rate of pay for any paid leave used.
- j. Paid leave under this policy must be approved and scheduled by the Department Head. Requests for paid leave may be verbal or in writing, which may include text messages or other electronic communications. Such requests must be made far enough in advance to ensure that the employee's absence does not disrupt the Township's operations and, in no event, less than seven (7) days prior to the employee's absence; provided, however, that when the need for paid leave is unforeseeable, the employee must notify the Department Head as soon as practicable.
- k. Upon separation of employment, accrued and unused paid leave is not paid out. Separated employees who return to the Township within twelve (12) months will have their previously accrued paid leave balance restored.
- l. The Township will maintain health insurance coverage during any period an employee uses paid leave.
- m. This policy supersedes the "Personal Days" policy, rendering the "Personal Days" policy no longer applicable.
- n. This Paid Leave for All Workers provision is intended to align with the requirements stipulated in the Illinois Paid Leave for All Workers Act (820 ILCS 192/).
- o. For more information on the Paid Leave for All Workers Act or to file a complaint, contact the Illinois Department of Labor at:

524 South 2nd St, Suite 400
Springfield, IL 62701
Springfield 217-782-6206

160 N. LaSalle, St, Suite C-1300
Chicago, IL 60601
Chicago 312-793-2800

Marion 618-993-7090

- B. With respect to Article XI, Section I, Subsection 4d.2. of the Personnel Policy:
 - 2. With written permission from their Department Head, employees are allowed compensated time-off for professional development activities and/or licensing examinations. Any time taken in excess of the allowed time shall be paid as available vacation or personal paid leave for all workers time. Where no vacation or personal paid leave for all workers

time is available, the time will be unpaid.

- C. With respect to Article XI, Section I, Subsection 4e.3. of the Personnel Policy:
3. If a required class is available only during regularly scheduled work hours, the employee may submit a written request to his or her immediate supervisor and the Department Head explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval of the Township Administrator is needed before registering for or attending such a class for which the employee intends to receive reimbursement. If approved, the employee can make up unpaid time away from work during the same workweek or use available paid vacation or ~~personal~~ paid leave for all workers time. Where no vacation or ~~personal~~ paid leave for all workers time is available, the time will be unpaid.
- D. With respect to Article IX, Section D, Subsection 5 of the Personnel Policy:
- 5.) During partial closures, employees that report to work may be compensated ~~personal~~ paid leave for all workers days to be determined by the Township Administrator.
- E. With respect to Article IX, Section J, Subsection 2 of the Personnel Policy:
- 2.) The Township Board retains the discretionary authority to grant special leaves to full-time employees. The employee must exhaust all accrued paid leave (vacation, sick and ~~personal~~ paid leave for all workers) before being granted unpaid leave. The granting of special leaves, and the length of the leave, will be determined by the Township Board or Appointing Authority upon the recommendation of the Township Administrator.
- F. With respect to Article IX, Section K, Subsection 4 of the Personnel Policy:
- 4.) After the 30 days of paid maternity/parental leave has concluded, subsequent leave shall be covered under appropriate policies, including, but not limited to, leave under the Family Medical Leave Act (FMLA). The balance of FMLA leave beyond the 30 days of paid maternity/parental leave for eligible employees shall be in accordance with Article IX of the Personnel Policy. Maternity/parental leave is considered time used against the maximum twelve weeks of Family Medical Leave and runs concurrently with FMLA or any other leaves for which the employee is eligible. Any employee taking FMLA leave may substitute and use any remaining paid leave benefits which are available or become available during the FMLA leave. This includes vacation, ~~personal~~ paid leave for all workers, floating holiday and sick days.
- G. With respect to Article X, Section F, Subsection 1 of the Personnel Policy:
- 1.) Any employee taking FMLA leave is required to substitute and use any remaining paid leave benefits which are available or become available during the FMLA leave. This includes vacation, ~~personal~~ paid leave for

all workers, floating holiday and sick days.

H. With respect to Article XI, Section H, Subsection 2e. of the Personnel Policy:

- e. If sick leave has been exhausted, personal paid leave for all workers time and vacation time must be used, unless otherwise prohibited by law.

SECTION FOUR: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FIVE: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION SIX: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

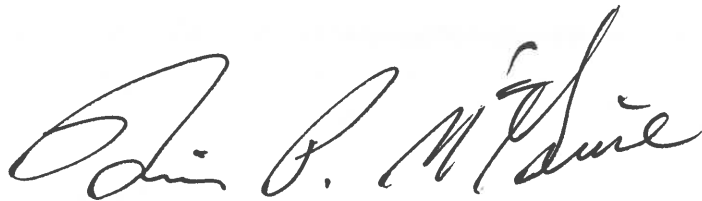
ROLL CALL VOTE: Supervisor McGuire and Trustees Beattie, Essick, Martinez, and Noyola

AYES: *Supervisor McGuire and Trustees Noyola, Essick*
NAYS: *4 and Martinez*

ABSENT: *0*

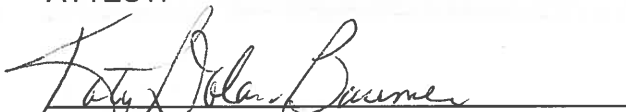
PASSED: March 26, 2024

APPROVED: March 26, 2024



Brian P. McGuire, Township Supervisor

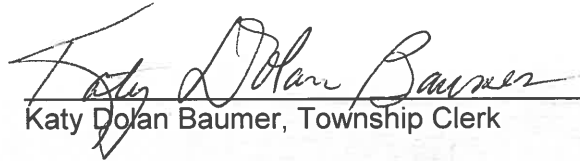
ATTEST:


Katy Dolan Baumer, Township Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 032624 enacted on March 26, 2024, and approved on March 26, 2024, as the same appears from the official records of Hanover Township.




Katy Dolan Baumer, Township Clerk