

VILLAGE OF BRADLEY

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ORDINANCE NO. O-12-23-04

AN ORDINANCE AMENDING THE PERSONNEL HANDBOOK FOR THE VILLAGE OF  
BRADLEY, KANKAKEE COUNTY, ILLINOIS

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ADOPTED BY THE  
BOARD OF TRUSTEES OF THE  
VILLAGE OF BRADLEY

THIS 11<sup>th</sup> DAY OF DECEMBER 2023.

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Published in pamphlet form by the authority of the Board of Trustees of the Village of Bradley,  
Kankakee County, Illinois this 11<sup>th</sup> day of December 2023.

**ORDINANCE NO. O-12-23-04**

**AN ORDINANCE AMENDING THE PERSONNEL HANDBOOK FOR THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS**

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**WHEREAS**, the Corporate Authorities of the Village of Bradley, Kankakee County, Illinois, have the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs and protect the public health, safety, and welfare of its citizens; and

**WHEREAS**, the Corporate Authorities of the Village of Bradley have previously adopted a Personnel Handbook which provides rules, regulations, and guidance for employees of the Village of Bradley; and

**WHEREAS**, the Corporate Authorities of the Village of Bradley have determined that it is necessary and in the best interest to amend and update Section 6.0 “Time Off/Leaves of Absence” of the existing Personnel Handbook for the Village of Bradley, and the updated 2023 Personnel Handbook is attached hereto and incorporated herein as Exhibit “A”.

**NOW THEREFORE, BE IT ORDAINED BY THE CORPORATE AUTHORITIES OF THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS, PURSUANT TO ITS STATUTORY AUTHORITY, AS FOLLOWS:**

**SECTION 1.** The Corporate Authorities hereby find that all of the recitals contained in the preamble to this Ordinance are true, correct, and complete and are hereby incorporated by reference hereto and made a part hereof.

**SECTION 2.** The Personnel Handbook of the Village of Bradley, Kankakee County Illinois with the updated Section 6.0 is attached hereto and incorporated at Exhibit A is hereby adopted by the Village of Bradley.

**SECTION 3.** A copy of the Personnel Policy shall be made available to all employees of the Village and shall be kept on file with the Village Clerk.

**SECTION 4.** In the event that any provision or provisions, portion or portions, or clause or clauses of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable provision or provisions, portion or portions, or clause or clauses.

**SECTION 5.** That all ordinances, resolutions, motions, or parts thereof, conflicting with any of the provisions of this Ordinance, are hereby repealed to the extent of the conflict.

**SECTION 6.** That the Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 7.** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

*[Intentionally Blank]*

**PASSED** by the Board of Trustees on a roll call vote on the 11<sup>th</sup> day of December 2023.

**TRUSTEES:**

RYAN LEBRAN	Aye – <u>✓</u>	Nay – <u>   </u>	Absent – <u>   </u>
BRIAN BILLINGSLEY	Aye – <u>✓</u>	Nay – <u>   </u>	Absent – <u>   </u>
DARREN WESTPHAL	Aye – <u>✓</u>	Nay – <u>   </u>	Absent – <u>   </u>
BRIAN TIERI	Aye – <u>✓</u>	Nay – <u>   </u>	Absent – <u>   </u>
GRANT D. VANDENHOUT	Aye – <u>✓</u>	Nay – <u>   </u>	Absent – <u>   </u>
GENE JORDAN	Aye – <u>✓</u>	Nay – <u>   </u>	Absent – <u>   </u>

**VILLAGE PRESIDENT:**

MICHAEL WATSON      Aye –          Nay –          Absent –    

**TOTALS:**              Aye – 6      Nay – 0      Absent – 0

**ATTEST:**

  
\_\_\_\_\_  
KELLI BRZA, VILLAGE CLERK

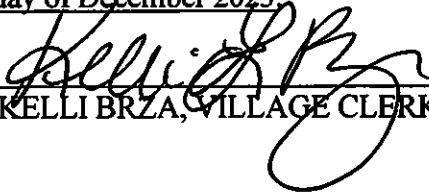
**APPROVED** this 11<sup>th</sup> day of December 2023.

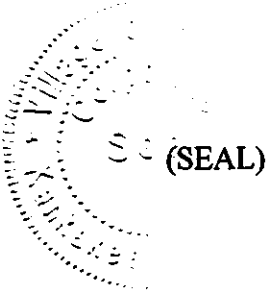
  
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MICHAEL WATSON, VILLAGE PRESIDENT

STATE OF ILLINOIS        )  
                                  )        §§  
COUNTY OF KANKAKEE    )

I, Kelli Brza, Village Clerk of the Village of Bradley, County of Kankakee and State of Illinois, DO HEREBY CERTIFY that the attached is a true, perfect, and complete copy of Ordinance number O-12-23-04, “AN ORDINANCE AMENDING THE PERSONNEL HANDBOOK FOR THE VILLAGE OF BRADLEY, KANKAKEE COUNTY, ILLINOIS,” which was adopted by the Village Corporate Authorities at a meeting held on the 11<sup>th</sup> day of December 2023.

IN WITNESS WHEREOF, I have hereunto set my hand in the Village of Bradley, County of Kankakee and State of Illinois, on this 11<sup>th</sup> day of December 2023.

  
\_\_\_\_\_  
KELLI BRZA, VILLAGE CLERK



# **Exhibit A**



## **6.10 PERSONAL TIME**

Personal time provides an all-purpose time-off policy for eligible employees for personal business. Full-time employees are eligible, after one year's employment, to take personal time which equals two (2) paid working days per year. An employee's year for establishing personal days will commence on the anniversary date of employment. Personal days cannot be accumulated from year to year and may not be paid out.

Personal days can be used in minimum increments of one (1) day. To schedule planned personal days, employees should request advance approval from their Department Heads. When employees have an unexpected need to be absent from work, they should notify their direct Department Head before the scheduled start of their workday, if possible. The employee's Department Head based on business need and staffing requirements will review requests for personal days. The direct Department Head must also be contacted on each additional day of absence.

Personal days are paid at the employee's base rate of pay at the time of absence, not including any overtime or special forms of compensation such as bonuses or shift differentials. [Part-time employees and seasonal employees are not entitled to personal time.](#)

## **6.11 PREGNANCY RIGHTS AND ACCOMMODATIONS**

Pursuant to the Illinois Human Rights Act, the Village provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Employees requesting a leave or reasonable accommodation should promptly notify their Department Head.

### **Use of Accrued Paid Leave**

The Village requires employees to use accrued paid sick leave, concurrently with some or all of the leave taken under this policy. Additionally, employees must comply with the Village's normal procedures for the applicable leave policy (e.g., call-in procedures, notice).

### **Maintenance of Health Benefits**

If employees and their families participate in the Village's group health plan, the Village will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must decide to pay their shares of health plan premiums while on leave. In some instances, the Village may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage, and benefits.

### **Procedures**

When seeking leave or a reasonable accommodation under this policy, an employee must provide their Department Head with the following:

- As soon as practicable and if possible prior to commencing leave, a statement from his/her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable

- The employee must provide the employer with a written request for leave at least seven (7) days in advance. In an emergency, twenty-four (24) hours' notice is required.
- The leave permitted under this Act will not be paid time.
- The school administrator shall provide the employees with documentation of the school visitation.
- The State Superintendent of Education and the Director of IDOL must develop the form. The following link takes you to the visitation form. <http://www.illinois.gov/idol/Laws-Rules/FLS/Documents/FLSSVAOI.PDF>

### **6.13 SICK LEAVE**

The Village of Bradley provides paid sick leave benefits to ~~all eligible~~**full-time** employees for periods of temporary absence due to non-occupational illness, accident or disability, or to keep medical/dental appointments. In addition, sick leave can be used in the event of illness, medical/dental appointments, disability or injury, or medical emergency of children or step-children, spouses or dependent resident. A medical emergency is defined as a condition that requires immediate medical (or surgical) treatment.

~~Eligible employees~~**Full-time employees** will accrue one (1) day per month of sick leave benefits which is credited at the last payroll cycle of the month. ~~Part time and seasonal employees are not eligible for sick leave.~~

Paid sick leave can be used in minimum increments of one (1) hour. ~~Full-time E~~mployees who are unable to report to work due to illness or injury should notify, via call, text or email, their direct Department Head at least thirty (30) minutes before they are to report to work. Department Heads have discretion as to how they want to receive notification. The direct Department Head must also be contacted on each additional day of absence. Failure to notify the direct Department Head, except under extenuating circumstances, shall be cause for disciplinary action.

For absences greater than three (3) consecutive calendar days, employees are required to provide a physician's statement to their Department Head verifying the absence and the employee's inability to perform the duties of the position during the absence. A physician's verification is not required for absences of three (3) days or less, except in cases where there is a pattern of suspected abuse or repeated illness.

Any employee who submits a falsified absence report and/or physician's statement will be subject to discipline, up to and including termination.

An employee "abuses" sick leave when the employee uses or attempts to use sick leave for reasons that do not qualify for sick leave (as identified above). An employee who is determined to have abused sick leave will not be paid for the inappropriate sick leave. "Abuse" of sick leave shall subject the employee to disciplinary action.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as bonuses or shift differentials.

Upon separation from the Village the employee will be paid for accrued but unused sick time up ~~to a maximum of 720 hours (90 days)~~



~~Part-time employees will accrue one (1) hour of vacation time for every forty (40) hours worked up to a maximum of forty (40) hours a year. New hires will not be eligible to receive vacation time for the first ninety (90) days of employment. Seasonal employees (employed less than 90 days per calendar year) will receive one day of vacation per work season. Part-time and seasonal employees are subject to the same restrictions and usage of their vacation time as full-time employees as described herein. Part time employees cannot carry over accrued paid leave credits and must use all paid leave prior to the end of the calendar year.~~

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~~Currently, vacation for a calendar year is granted on January 1 of each year. Effective January 1, 2021, vacation time shall be earned during the work year. The Village may allow full-time employees to take vacation time during the calendar that has not yet accrued but will accrue later in that same calendar year (i.e. if ten (10) days will accrue over the course of the year, an employee may be allowed to take off the first ten (10) work days in January using that year's vacation days). Part-time and temporary employees are not eligible for vacation.~~

Paid vacation time can be used in minimum increments of half a day (4 hours), unless special permission is granted by the Department Head. To use vacation benefits, employees must request advance approval from their Department Head. Vacation requests are reviewed based on municipal business needs and staffing requirements. Seniority of employees shall be considered in approval of vacation requests.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, bonuses, or shift differentials.

Employees may elect to receive cash compensation for accrued vacation time, up to a maximum of two (2) weeks (ten (10) workdays) per year. Employees must provide formal (email/written) indication of intention for cash compensation for accrued vacation time by November 1 to their Supervisor, Department Head, Finance Director, and Village Administrator.

Regular employees leaving municipal service shall be compensated for vacation leave earned and unused to the date of separation or resignation. In the event of separation due to death of the employee, compensation for earned but unused vacation leave shall be made to the employee's beneficiary or estate.

Vacation time is granted in addition to any recognized holidays which may fall during the employee's vacation.

## **6.17 VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA)**

### **General**

The Village will provide up to twelve (12) weeks of unpaid leave from work during any twelve (12) month period to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence), pursuant to the Illinois Victims' Economic Security and Safety Act (VESSA), to address domestic or sexual violence if the employee is:

- seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- obtaining services from a victim services organization for the employee or the employee's family or household member;
- obtaining psychological or other counseling for the employee or the employee's family or household member;

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