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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** MATT ANASTASIA, FINANCE DIRECTOR  
**SUBJECT:** ORDINANCE: AMENDING THE VILLAGE’S PERSONNEL MANUAL, CHAPTER 4, SECTION I, SUBSECTION 2-K) – VACATION RULES AND PROCEDURES  
**AGENDA:** FEBRUARY 21, 2023 REGULAR BOARD MEETING  
**DATE:** FEBRUARY 17, 2023

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**ISSUE**

Shall the Village Board approve an Ordinance amending the Village’s Personnel Manual Chapter 4, Section I, 2-K) Vacation Rules and Procedures

**DISCUSSION**

The current Village Personnel Manual Chapter 4, Section I, Subsection 2-K) – Vacation Rules and Procedures states the following:

*“The Village Administrator may grant additional earned vacation leave to a Department Head as a condition of employment.”*

In the changing work environment landscape, vacation leave accruals are subject to negotiation when employees are moving jobs and coming to the Village. This does not pertain just to Department Heads, this has started to become a more normal process. The requested change is to state the following:

*“The Village Administrator or designee may grant additional vacation leave to any employee as a condition of employment, as deemed necessary. This does not commit the Village unless as a part of the Conditional Offer of Employment or Employment Agreement.”*

As this item was being researched by myself, it was recognized that the Village Personnel Manual has not been formally approved for an amendment since 2004 by the Village Board. The Manual also has not comprehensively been looked at in quite some years. I will be working with Village Attorney Julien in the next fiscal year to complete a full review and overhaul of the Village’s Personnel Manual. Attorney Julien would focus on the statutory and law changes needed to be

incorporated into the manual, while I will focus on amending the manual to follow current practices.

### **COST**

There is no cost to approve the Ordinance to Amend the Manual. The estimated time to complete the full review with Attorney Julien is estimated at 10 hours, \$2,150.00 to be included in FY2022-2023 projections.

### **RECOMMENDATION**

That the Village Board adopt Ordinance 20230221HRV Amending the Village's Personnel Manual Chapter 4, Section I, Subsection 2-K) Vacation Rules and Procedures



**Village of Sugar Grove  
Kane County, Illinois**

**Ordinance No. 20230221HRV**

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**An Ordinance Amending the Village of Sugar Grove Personnel Manual  
Chapter 4, Section I, Subsection 2-K) – Vacation Rules and Procedures  
Village of Sugar Grove,  
Kane County, Illinois**

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Adopted by the  
Board of Trustee and President  
of the Village of Sugar Grove  
this 21st day of February, 2023

Published in Pamphlet Form  
By the authority of the Board of Trustees  
Of the Village of Sugar Grove, Kane County,  
Illinois, this 21st day of February, 2023.

**Ordinance No. 20230221HRV**  
**An Ordinance Amending the Village of Sugar Grove Personnel Manual**  
**Chapter 4, Section I, Subsection 2-K) – Vacation Rules and Procedures**

**BE IT ORDAINED** by the Village Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

**WHEREAS**, the Village is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/3.1-300-5; and

**WHEREAS**, the President and Board of Trustees of the Village of Sugar Grove have determined that it is in the best interests of the Village and its citizens to amend the Code of Ordinances for the Village of Sugar Grove.

**NOW, THEREFORE, BE IT ORDAINED**, by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

**SECTION 1:** Chapter 4, Section I, Subsection 2-K) – Vacation Rules and Procedures of the Sugar Grove Village Personnel Manual is hereby amended to read as follows:

2. Vacation Rules and Procedures.

K). The Village Administrator or designee may grant additional earned vacation leave to any employee as a condition of employment, as deemed necessary. This does not commit the Village unless as a part of the Conditional Offer of Employment or Employment Agreement.

**SECTION 2:** To the extent that this ordinance is in conflict with an presently existing ordinances or portions thereof enforced in the Village of Sugar Grove as of the effective date hereof, such prior and conflicting ordinance or portions thereof are hereby repealed. The repeal of any ordinance by this Ordinance shall not affect any right accrued or liability incurred under such repealed ordinance to the effective date hereof.

**SECTION 3:** This Ordinance shall be in full force and effect from and after passage, approval and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois this 21st day of February, 2023.

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Jennifer Konen  
President of the Board of Trustees  
of the Village of Sugar Grove,  
Kane County, Illinois

	Aye	Nay	Absent
Trustee Sean Herron	_____	_____	_____
Trustee James F. White	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____
Trustee Ryan Walter	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____

ATTEST: \_\_\_\_\_  
Alison Murphy  
Village Clerk