

ORDINANCE 2016 – O - 14

**AN ORDINANCE AMENDING THE WAGE POLICY ORDINANCE
OF THE MUNICIPAL CODE OF WINTHROP HARBOR**

WHEREAS, the Village has previously adopted a wage policy ordinance which is intended to cover many of the facets of the relationship between the Village and its various employees, and

WHEREAS, the Village Board finds that it is necessary and appropriate to provide greater clarity on the interplay of sick leave and disability insurance,

NOW THEREFORE, BE IT ORDAINED by the Village of Winthrop Harbor, Lake County, Illinois, as follows:

SECTION ONE: Section H18 of the Winthrop Harbor Wage Policy Ordinance is hereby amended and shall hereafter read as follows:

H18 Sick Pay Benefit and Paid Bonus Time

(a) Full-time employees will accrue a sick pay benefit of eight (8) hours per month. Unused sick pay benefit time may be accumulated up to a maximum of 1,920 hours. Requests for sick leave under conditions set forth below must be accompanied by a physician's statement acceptable in form to the Village;

1. Greater than three consecutive work shifts
2. Greater than 48 total hours per 12 month period
3. For work shifts scheduled before or after a holiday or vacation day

(b) New employees are not eligible to use the sick pay benefit during their first three months of employment, however the benefit will continue to accrue during this period.

(c) The employee is not eligible to use the sick pay benefit to supplement any benefits received by the employee from any source.

(d) Employees on sick leave are assumed to be at home or hospitalized and are subject to contact from the Department Head for verification. Any other use or misuse shall constitute grounds for discipline, up to and including dismissal.

(e) Sick pay accrues only when an employee is actively working on his or her job, and as such, no sick pay shall accrue at any time when the employee is off work for any reason other than a scheduled vacation, compensatory time off, Village-wide holiday or allowed personal day.

(f) Full-time employees who have not used any sick pay benefits during one or more of the qualifying periods listed below shall be awarded 8 hours of paid Bonus Time benefit for

each qualifying period, to a maximum of 24 hours of accrued paid Bonus Time benefit per year.

Qualifying Periods:

1. January 1st through April 30th
2. May 1st through August 31st
3. September 1st through December 31st

(g) Earned Bonus Time benefits shall be awarded on the pay date first following the closing date of each qualifying period.

(h) The sick pay benefit may be used under the following conditions only;

1. Illness of the employee
2. Injury of the employee (not work-related)
3. Employee caring for his/her ill or injured child
4. Medical appointment for employee

(i) Sick pay benefits may never be “cashed out” or converted to compensation of any kind in the absence of any of the conditions defined in this Section H18.

(j) Sick pay is intended to serve as the primary means of providing pay to employees when they are sick or incapacitated due to injury. Sick pay must be used and exhausted prior to an employee becoming eligible for any and all short term or long term disability insurance benefits that may be available to that employee.

SECTION TWO: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WINTHROP HARBOR,
ILLINOIS, ON THIS 20th DAY OF SEPTEMBER, 2016.

ATTEST:

ROBERT D. LOY, MAYOR

JULIE RITTENHOUSE, VILLAGE CLERK