

**ORDINANCE NUMBER 12 - 77**

**ORDINANCE AMENDING TITLE III, ADMINISTRATION,  
CHAPTER 34, VILLAGE POLICIES, SECTION 34.20, PERSONNEL POLICY,  
AMENDING THE VACATION POLICY OF THE PERSONNEL MANUAL OF  
THE VILLAGE OF EAST DUNDEE, ILLINOIS**

**WHEREAS**, the Village of East Dundee is a home rule unit of local government under and pursuant to Section 6 of Article VII of the Constitution of the State of Illinois, has the authority to exercise any power and perform any function pertaining to its government and affairs, including but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

**WHEREAS**, it is the intent of the President and Board of Trustees to have certain non-union employee benefits comparable to the unionized employees in the Police Department and the Public Works Department; and

**WHEREAS**, the President and Board of Trustees of the Village of East Dundee having determined that it is in the best interests of the health, safety and welfare of the residents of the Village of East Dundee that **Title III, Administration, Chapter 34, Village Policies, Section 34.20**, personnel policy be amended to amend the vacation policy contained in the Personnel Manual, Section 5.2(F), Vacation Policy.

**NOW THEREFORE BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF EAST DUNDEE, COOK AND KANE COUNTIES, ILLINOIS, AS FOLLOWS:**

**Section One.** That **Title III, Village Administration, Chapter 34, Village Policies, Section 34.20**, Personnel Policy, amending the Vacation Policy, Section 5.2(F), as follows:

5.2 Vacation Policy  
F.

0 years service but less than 5 years service (5 of the 10 days to be accrued the first year may be utilized after the first 6 months of service, but will be charged against the 10 days earned upon	Employee Accrues 10 days per year (8 days for 10hr shift)
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completion of the first year of service and only upon authorization by the Department Head and Village Administrator)	
5 years but less than 11 years of service	Employee Accrues 15 days a year (12 days for 10hr shift)
11 or more years	Employee Accrues 20 days a year (16 days for 10hr shift)

**Section Two. Severability.** If any section, paragraph or provision of this ordinance 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 ordinance.

**Section Three. Repeal.** All ordinances, resolutions, motions or parts thereof in conflict herewith shall be and the same are hereby repealed.

**Section Four. Publication.** This ordinance shall be in full force and effect forthwith upon its adoption, approval and publication in pamphlet form as provided by law.

Adopted this 17<sup>th</sup> day of Sept., 2012, pursuant to a roll call vote as follows:

AYES: 6- Trustees Gorman, Lynam, Miller, VanOsterbridge, Skillicorn

NAYES: 0 & President Bartels

ABSENT: 1- Trustee Ruffalo

Approved by me this 17<sup>th</sup> day of Sept., 2012.

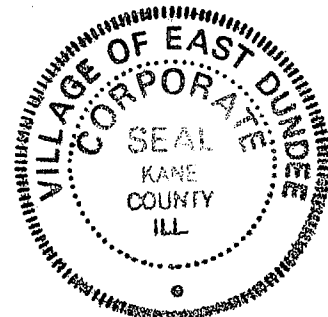
Jerald Bartels  
Jerald Bartels, President

Published in pamphlet form this 24<sup>th</sup> day of Sept., 2012, under the authority of the President and Board of Trustees.

ATTEST:

Jennifer Rehberg  
Jennifer Rehberg, Village Clerk

Recorded in the Village Records on Sept. 24<sup>th</sup>, 2012.





**Village of East Dundee**  
**Administrative Policy**



Policy Number: N/A  
 Subject: Vacation Policy  
 Effective Date:  
 Reviewed:  
 Amends/Supersedes: 5.2 Vacation Policy (F)

**Purpose:**

It was the Village's intent was to have certain non-union employee benefits comparable to the Police and Public Works benefits in order to provide all employees with the same or similar benefits. As a result the following policy should be updated to reflect changes.

**Scope:**

This policy will apply to all current and future employees of the Village of East Dundee.

**Policy:**

5.2 Vacation Policy  
 F.



0 years service but less than 5 years service (5 of the 10 days to be accrued the first year may be utilized after the first 6 months of service, but will be charged against the 10 days earned upon completion of the first year of service and only upon authorization by the Department Head and Village Administrator)	Employee Accrues 10 days per year (8 days for 10hr shift)
5 years but less than 11 years of service	Employee Accrues 15 days a year (12 days for 10hr shift)
11 or more years	Employee Accrues 20 days a year (16 days for 10hr shift)

**Implementation:**

These policies shall be in full force and effect on and after the effective date as noted herein.

Prepared By: *[Signature]* Date: 9/17/12  
 Approved By: *[Signature]* Date: 10/29/12

