

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK
REGARDING BENEFITS - PAID VACATIONS FOR EMPLOYEES**

WHEREAS, the South Sangamon Water Commission adopted an Employee Handbook;

WHEREAS, the Commission reserved the right to change or revoke the Employee Handbook, permanently or temporarily, if it is in the best interest of the Commission;

WHEREAS, the Commissioners have determined it is in the best interest of both the Commission and its employees to amend the Employee Handbook by amending the Section of Benefits associated with the paid vacation for employees.

BE IT RESOLVED BY THE SOUTH SANGAMON WATER COMMISSION, AS FOLLOWS:

SECTION 1: The Employee Handbook is amended by deleting the existing policy regarding Paid Vacations for Employees - New Hires and Less than Five (5) Years of Service and inserting the following Benefits Policy for Paid Vacations for Employees - New Hires and Less than Five (5) Years of Service:

New Hires and Employees with less than Five (5) Years of Service

New Hires will earn on a pro-rata monthly basis based on a twelve (12) month calendar year vacation days per month equivalent to ten (10) days or eighty (80) hours paid vacation per year. Employee's vacation time earned will be prorated based on month and date of employment. After completion of one (1) year of continuous service, an employee is entitled to eighty (80) hours of vacation.

SECTION 2: The Employee Handbook is amended by deleting the existing policy regarding Paid Vacations for Employees with Five (5) or More Years of Service and inserting the following Benefits Policy for Paid Vacations for Employees with Five (5) or More Years of Service:

Employees With Five (5) or More Years of Service

An employee with five (5) or more years of service will earn on a pro-rata monthly basis based on a twelve (12) month calendar year vacation days per month equivalent to fifteen (15) days or one hundred twenty (120) hours paid vacation per year to be given at the beginning of each fiscal year. This is the maximum amount of vacation employee may earn, except for the General Manager of the Water Plant. The General Manager of the Water Plant, who with the approval of the Commission and with five (5) full years or more of service, will earn on a pro-rata monthly basis based on a twelve (12) month calendar year vacation days per month equivalent to twenty (20) days or one hundred sixty (160) hours of paid vacation to be given at the beginning of the fiscal year.

SECTION 3: Except as amended herein by this Ordinance, all other provisions of the Employee Handbook shall remain in full force and effect.

SECTION 4: Any Ordinance or Section of the Commission's Employee Handbook in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict. If any part of this Ordinance be held void, such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this Ordinance.

SECTION 5: This Resolution is effective immediately.

APPROVED on this 18th day of November, 2024.

John R. Root
CHAIRMAN

ATTEST:

Autumn STEBB
Clerk

AYES: 3

NAYS: ~~0~~

PASSED: 11/18/24

APPROVED: 11/18/24

ABSENT: ~~0~~

356253

RESOLUTION CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)

I, the undersigned, do hereby certify that I am the duly qualified and acting Clerk of the South Sangamon Water Commission.

I do further certify that the resolution attached hereto is a full, true, and exact copy of Resolution No. 24- 7 approved by the Commission on the 18th day of November, 2024, said Resolution being entitled:

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK
REGARDING BENEFITS - PAID VACATIONS FOR EMPLOYEES**

I do further certify that prior to the making of this certificate, the said Resolution was spread at length upon the permanent records of said Commission where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Commission this 18th day of November, 2024.



Clerk

356253

