

Resolution No. 25-1

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK
REGARDING SICK LEAVE**

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 Sick Leave 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 Sick Leave for Employees and inserting the following Sick Leave for Employees:

Sick Leave

All employees may take sick leave in accordance with this Section, but only full-time employees are entitled to paid sick leave. An employee is entitled to a maximum of eighty (80) hours sick leave per year, which will accrue on a pro-rata monthly basis based on a twelve (12) month calendar year equivalent to eighty (80) hours per year.

A full-time employee may accumulate sick leave up to a maximum of two hundred forty (240) hours. When the services of a full-time employee are terminated, no compensation will be paid for accrued sick leave.

A full-time employee without accumulated paid sick leave who requires additional sick leave will have sick days deducted from vacation time, if the employee has accumulated vacation time, or the time will be docked.

Part-time and temporary employees are entitled to eighty (80) hours unpaid sick leave per year and may not accumulate sick leave.

Unless otherwise prohibited by State law, sick leave shall be taken in minimum increments of one (1) hour and may be used for illness, disability, injury, doctor or dentist appointments, or appointments with other professional medical practitioners. Sick leave may be used for serious illness, injury or disability of the employee's family as defined by either State of Illinois Statute or the Federal Family and Medical Leave Act.

An employee taking sick leave shall notify his or her Department Head by telephone at the earliest reasonably possible time and if able to within one (1) hour after starting time on the date of the absence, and of each day thereafter of absence. (If a Department Head is sick, he or she shall notify any other Department Head). The Department Head shall notify the Commission Office of the employee's absence. Unless otherwise prohibited by State law, an employee who does not comply with these rules shall be charged with an unauthorized absence.

Unless otherwise prohibited by State law or Federal law, an employee must have a doctor's slip to return to work after three (3) consecutive days of sick leave.

SECTION 2: Except as amended herein by this Ordinance, all other provisions of the Employee Handbook shall remain in full force and effect.

SECTION 3: 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 4: This Resolution is effective immediately.

APPROVED on this 21st day of January, 2025.



CHAIRMAN

ATTEST:



Clerk

AYES: Johnson, Roth
NAYS: 0
PASSED: 1/21/2025
APPROVED: 1/21/2025
ABSENT: Morris

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. 25-1 approved by the Commission on the 21st day of January, 2025, said Resolution being entitled:

**A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK
REGARDING SICK LEAVE**

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 21st day of January, 2025.



Clerk

357708

