

CITY OF RED BUD, RANDOLPH COUNTY, ILLINOIS

ORDINANCE NO. 1533

**AN ORDINANCE AMENDING TITLE III, CHAPTER 41 OF THE
CITY OF RED BUD CODE OF ORDINANCES 2021
PERTAINING TO HOLIDAY PAY AND PAID LEAVE**

ADOPTED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS,
THIS 18th DAY OF DECEMBER, 2023

*Published in pamphlet form by authority of the City Council of the City of Red Bud,
Randolph County, Illinois, this 18th day of December, 2023.*

Posted: December 20, 2023
Removed:

By: KAC
By:

STATE OF ILLINOIS)
) SS.
COUNTY OF RANDOLPH)

CERTIFICATION

I, Joanne Cowell, certify that I am the duly appointed municipal clerk of the City of Red Bud, Randolph County, Illinois.

I further certify that on December 18, 2023, the Corporate Authorities of the above municipality passed and approved Ordinance No. 1533 entitled:

**AN ORDINANCE AMENDING TITLE III, CHAPTER 41 OF THE
CITY OF RED BUD CODE OF ORDINANCES 2021
PERTAINING TO HOLIDAY PAY AND PAID LEAVE**

Which, provided by its terms, that it should be published in pamphlet form.

The Pamphlet form of Ordinance No. 1533 including the Ordinance and a cover sheet thereof was prepared, and a copy of such Ordinance posted at the Red Bud City Hall commencing on December 18, 2023 where it will remain for at least ten (10) days thereafter. Copies of the Ordinance were also available for public inspection upon request in the office of the municipal clerk.

Dated at Red Bud, Illinois this 18th day of December, 2023.



Joanne Cowell
City Clerk

ORDINANCE NO. 1533

**AN ORDINANCE AMENDING TITLE III, CHAPTER 41
OF THE CITY OF RED BUD CODE OF ORDINANCES 2021
PERTAINING TO HOLIDAY PAY AND PAID LEAVE**

WHEREAS, the City of Red Bud Code of Ordinances 2021 includes Chapter 41 which involves personnel policies for City employees; and

WHEREAS, Chapter 41 includes rules and regulations for employee leave, including holiday pay and paid leave.

WHEREAS, the State of Illinois has passed the Paid Leave for all Workers Act; and

WHEREAS, the City of Red Bud has deemed it in the best interests of the City to amend the rules and regulations for Paid Leave.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RED BUD, ILLINOIS:

SECTION 1: That the above recitals are hereby made a part of this Ordinance as though written herein verbatim.

SECTION 2: That Section 41-6(c)(2) of Title III, Chapter 41 of the City of Red Bud Code of Ordinances 2021 of the City of Red Bud, Illinois be repealed and replaced with the following:

(2) Full-Time Employees. All full-time employees from the beginning of their employment, will be eligible for ten (10) holidays with pay each year. These holidays are: New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day (effective 11/07), Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day.

SECTION 3: That Section 41-7(c) of Title III, Chapter 41 of the City of Red Bud Code of Ordinances 2021 of the City of Red Bud, Illinois be changed to 41-7(d), and that the following is added as Section 41-7(c) of Title III, Chapter 41 of the City of Red Bud Code of Ordinances 2021 of the City of Red Bud, Illinois:

(C) **Paid Leave.** Full-time employees and Part-time employees are entitled to annual Paid Leave with pay.

(1) **Start of Paid Leave.** An employee shall begin to earn paid leave hours at the commencement of the individual's employment or on January 1, 2024, whichever is later.

(2) **Rate of Pay.**

a. **Hourly Employees.** Hourly Employees shall be paid at the regular rate of pay when taking paid leave time.

b. **Salaried Employees.** Salaried Employees shall be paid an hourly equivalent to their annualized rate of pay divided by the number of hours they are expected to work in a year.

(3) **Full-time Employee Frontloaded Paid Leave.** Full-time Employees will be eligible for twenty-four (24) hours of Paid Leave, which shall be calculated on January 1st of each year and prorated for newly hired employees.

(4) **Full-time Employee Accrual of Paid Leave.** In addition to the twenty-four (24) hours of Paid Leave given above, Full-time Employees are entitled to accrue an additional sixteen hours (16) of Paid Leave at the rate of one (1) hour per forty (40) hours worked.

(5) **Salaried and Exempt Employees.** Salaried employees and employees exempt from overtime requirements of the federal Fair Labor Standards Act shall be deemed to work forty (40) hours in each workweek for purposes of paid leave time accrual if that employee regularly works forty (40) or more hours in a workweek. Salaried employees and overtime-exempt employees who regularly work less than forty (40) hours in a workweek are entitled to accrue paid leave hours at the rate of one (1) hour per forty (40) hours worked up to a maximum of forty (40) hours of paid leave over the same twelve-month period.

(6) **Part-time Employee Accrual of Paid Leave.** Part-time Employees are entitled to accrue Paid Leave at the rate of one (1) hour per forty (40) hours worked up to a maximum of forty (40) hours of paid leave over the same twelve-month period.

(7) **Calculation of Accrual.** Employer shall count all time an employee works, including overtime hours, for purposes of calculating accrual. Employer shall not count time when an employee is on paid or unpaid leave or other non-compensable time where the employee is not performing work for the employer as time worked for accrual purposes.

(8) **Use of Paid Leave.** Employees are entitled to begin using earned paid leave ninety (90) calendar days after commencement of employment or ninety (90) days after January 1, 2024, whichever is later. Paid leave may be taken in no less than one (1) hour increments. Employees are not entitled to use more than forty (40) hours of paid leave in a 12-month period.

(9) **Reason for Use of Paid Leave.** Employees are entitled to use paid leave for any reason of the employee's choosing. Employer shall not require an employee to provide a reason for taking paid leave time nor shall it require documentation for proof or support of the reason. Employees shall be allowed to use paid leave before using any other leave benefits.

(10) **Notice and Request to Use Paid Leave.** All requests should be made in writing at least seven (7) days in advance. If the reason for taking leave is unforeseen, the employee can give an oral notice as soon as practically possible after the employee is aware of the necessity of the leave. Employees must make a request before taking Paid Leave. Employees cannot use Paid Leave if no prior request is made.

(11) **Accumulation.** Any unused paid leave time shall carry over annually from one 12-month period to the next 12-month period. Employees shall accumulate no more than eighty (80) hours of unused paid leave.

(12) **Denial of Paid Leave.** Employer may deny an Employee's paid leave request based on the following reasons:

- a. Power Outages;
- b. Inclement Weather;
- c. Natural Disasters;

(13) **Termination.** Upon separation of employment:

- a. Part-time employees shall forfeit all unused paid leave.
- b. Full-time employees shall receive payment for frontloaded paid leave and forfeit unused accrued paid leave.

SECTION 4: This Ordinance supersedes all Ordinances or parts of Ordinances adopted prior hereto that are in conflict herewith, to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form, as provided by law.

PASSED BY THE CITY COUNCIL this 18th day of December, 2023.

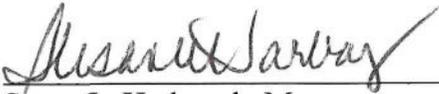
YEAS: R. Nevois, J. DeMond, B. Hanebutt, M. Rheinecker, C. Guebert,
B. Schwartzkopf

NAYS: N/A

ABSTAINED: N/A

ABSENT: A. Piel, K. Donjon

APPROVED BY THE MAYOR this 18th day of December, 2023.



Susan L. Harbaugh, Mayor

ATTEST:



Joanne Cowell, City Clerk