



## Agenda Item Summary

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**File #:** RES 17-475, **Version:** 1

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### **Submitted By**

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### **Reviewed By**

LKS

### **Agenda Item Title**

**A Resolution Approving a New Section VII (“Leaves of Absences”) to the Personnel Manual for the Village of Oak Park**

### **Overview**

The current language in the Village of Oak Park Personnel Manual Section VII: Leaves of Absences requires modification in order to 1) simplify the language and process and 2) provide the Village with a more appropriate process for managing employees absent from the workplace after protected leaves expire.

### **Staff Recommendation**

The Human Resource Department recommends the approval of the amended language.

### **Fiscal Impact**

There is no identified fiscal impact. The Village will see savings in more efficient and appropriate management of attendance concerns; better management of accruals; and clearer direction to management and staff on processes.

### **Background**

The language in Section VII: Leaves of Absences is outdated. The suggested changes are as follows:

- 1) Amend the introductory paragraph to better define when benefits and accruals will cease during a leave; and allow for integration of any required state or federal laws as they apply to protected leaves.
- 2) Add to Section E. (Sick Leave) a new subsection (e.) which states: Suspected abuse of sick leave will be addressed through the progressive discipline process.
- 3) Remove Section G (Maternity & Paternity Leave) as it is a qualifying event under FMLA and is provided as such.
- 4) Replace Section J: Non-Duty Disability Leave with updated language and a new Non-FMLA Leave.

All changes are attached.

### **Alternatives**

The Village Board could see additional information.

### **Previous Board Action**

Last amendment to this section was on March 31, 1997

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

Should the Village Board approve the amendments the HR Department shall amend the Personnel Manual and provide employees with the updated language.

**Intergovernmental Cooperation Opportunities**

NA.

**Performance Management (MAP) Alignment**

NA.