



Agenda Item Summary

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Submitted By

Julia Scott-Valdez: Assistant Village Manager Human Resource Director

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The language in Section VII: Leaves of Absences is outdated.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.