

## **ORDINANCE NO. 858**

**AN ORDINANCE TO AMEND SECTION 15-1-25 OF ORDINANCE NO. 1 ENTITLED "REVISED CODE OF ORDINANCES OF 1974", ENACTED ON THE 15TH DAY OF JULY, 1974.**

**BE IT ORDAINED BY THE PRESIDENT AND VILLAGE BOARD OF TRUSTEES OF THE VILLAGE OF COBDEN, UNION COUNTY, ILLINOIS, THAT:**

**SECTION 1.** Section 15-1-25 of Ordinance No. 1 entitled "Revised Code of Ordinances of 1974", shall be amended to read as follows:

**15-1-25 VACATION.** Permanent or full-time employees or appointed officials shall be entitled to vacation leave with pay as follows:

anniversary of 6 months – 2 years rate of .0195 per 40 hours worked  
anniversary of 3rd – 5 years rate of .0385 per 40 hours worked  
anniversary of 6th – 9 years rate of .058 per 40 hours worked  
anniversary of 10th – 14 years rate of .077 per 40 hours worked  
anniversary of 15th – 19 years rate of .0865 per 40 hours worked  
anniversary of 20th year and over rate of .0962 per 40 hours worked

Employees are allowed a maximum of forty (40) hours of earned time per week, which would include all recognized time off, such as, vacation, sick time, approved meetings, etc. If employee does not work full work week or has any unexcused absences, this is subtracted from the forty (40) hours.

Vacation time will not be earned or accumulated while employee is receiving workmen's compensation benefits. (#840; 12/20/2010)

Maximum hours that can be accrued for vacation are one hundred twenty five (125) hours. The Village Superintendent, Police Chief, or Office Manager shall schedule vacations for their respective departments, giving due consideration to seniority rights, the needs of the service and the remaining staff to perform the necessary duties of the department. Vacation time requested forty-eight (48) hours or less before expected absence may be denied.

New employees will not be allowed to use vacation time until the six-month probationary period is ended. Upon completion of the probationary period, the employee will be credited with vacation time earned per hours worked from date of employment. Public works employees will be allowed to use earned personal time prior to the end of the six-month probationary period at the discretion of the employee's immediate supervisor.

Employees are required to take at least forty (40) hours of vacation per year. An employee may request that he/she be paid for any remaining vacation time. Payment of accumulated vacation time will be made with the last payroll of March, June, September or December.

**SECTION 2.** All ordinances or parts of ordinances in conflict herewith are expressly repealed.

**SECTION 3.** This ordinance shall be in full force and effect upon its passage, approval, and publication as provided by law.

**SECTION 4.** This ordinance shall be published in pamphlet form by the Village Clerk.

**PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF COBDEN, UNION COUNTY, ILLINOIS, ON THE 17th DAY OF OCTOBER, 2011.**