
**NILES TOWNSHIP
COOK COUNTY, ILLINOIS**

**ORDINANCE
NO. 06-2023**

**AN ORDINANCE AMENDING SECTION 6.3 (PERSONAL DAYS) OF THE NILES
TOWNSHIP EMPLOYEE HANDBOOK**

**TOWNSHIP BOARD
BONNIE KAHN OGNISANTI, Supervisor
CHARLES LEVY, Clerk**

**DONALD GELFUND
MARK COLLINS
PEGGY TOLLESON
KITTY KENDRICK
Trustees**

Published in pamphlet form by authority of the Supervisor and Board of Trustees of Niles Township on June 12, 2023

**Prepared by ODELSON, MURPHEY, FRAZIER & McGRATH, LTD. - Township Attorneys -
3318 West 95th Street - Evergreen Park, Illinois 60805**

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ORDINANCE NO. 06-2023**

**AN ORDINANCE AMENDING SECTION 6.3 (PERSONAL DAYS) OF THE NILES
TOWNSHIP EMPLOYEE HANDBOOK**

WHEREAS, Niles Township, Cook County, State of Illinois (the “Township”) is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et. seq.*, and all laws amendatory thereto; and

WHEREAS, the Supervisor and the Board of Trustees (the “Township Board”) are required to set and adopt rules concerning all benefits available to employees and amendments thereto must be filed with the Township Clerk on or before their effective date, *see* 60 ILCS 1/100-5.

WHEREAS, the Township previously adopted an Employee Handbook and all policies contained therein; and

WHEREAS, On March 13, 2023, the Governor of the State of Illinois signed the Paid Leave for All Workers Act (the “Act”), Public Act 102-1143, into law, and said act becomes effective on January 1, 2024; and

WHEREAS, the Township Board has determined that it is in the best interests of the Township to amend Section 6.3 (Personal Days) of the Niles Township Employee Handbook to ensure personal paid time off benefits comply with all aspects of the Act.

NOW, THEREFORE, IT IS HEREBY ORDAINED by the Supervisor and the Board of Trustees of Niles Township, Cook County, Illinois, as follows:

Section 1: The recitals contained in the preambles to this Ordinance are true and correct and are hereby incorporated into this Ordinance by reference.

Section 2: The Township Board hereby amends Section 6.3 of the Niles Township Employee Manual by deleting the stricken language and adding the underlined language to read as follows:

6.3 Personal Days

~~After the completion of three (3) months full time employment, each full time employee will be allowed four (4) days of compensated personal leave. Personal days will be awarded on **January 1st**. Personal days must be used within twelve (12) months and cannot be carried over from one year to the next. Days of personal leave shall not be used in increments of less than one half (1/2) workday at a time. All requests to use days of personal leave should be made at least five (5) workdays in advance whenever possible, and all requests are subject to prior approval of the employee's Administrator.~~

Each full-time employee shall be entitled to five (5) personal days per year that cannot be accumulated from year to year. Employees hired full-time during the middle of the year will have these days pro-rated. An employee may begin using personal days after 90 days after the start of employment.

Each part-time employee shall be entitled to five (5) personal days per year that cannot be accumulated from year to year. An employee may begin using personal days after 90 days after the start of employment.

Personal time can be used in half-hour or hourly increments. Any personal days not used when an employee terminates will not be paid.

There is a Request for Leave form that must be completed and returned to the Administrator attached as **Appendix A** (Absence Request Form)

Section 3: The Township Supervisor, or the Township Supervisor's Designee, is directed to provide copies of the Niles Township Employee Handbook with the amended Section 6.3 (or an insert of the amended Section 6.3) to Township employees and management. The officials, officers, and employees of the Township are hereby further directed to take all actions necessary to carry out the intent of this Ordinance.

Section 4: Niles Township's Employee Handbook shall not be intended to constitute a

contract of employment, but rather shall set forth guidelines regarding application job assignment, compensation, discipline, and access to benefits and training.

Section 5: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 6: All Township ordinances, policies, resolutions, motions, orders, or parts thereof conflict with or inconsistent with any of the provisions of this Ordinance are hereby repealed to the extent they are inconsistent with this Ordinance.

Section 7: This Ordinance shall be in full force and effect upon its passage and approval.

[Remainder of Page Intentionally Left Blank]

PASSED by the Supervisor and Board of Trustees of Niles Township, Cook County, Illinois this 12th day of June 2023 pursuant to a roll call vote, as follows:

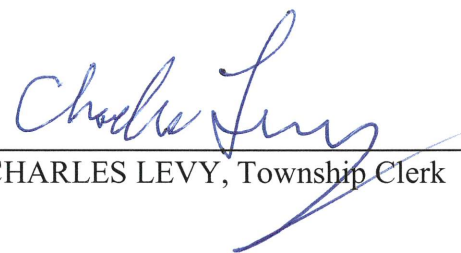
	YES	NO	ABSENT	PRESENT
Trustee Gelfund	1			
Trustee Collins	1			
Trustee Tolleson	1			
Trustee Kendrick	1			
Supervisor Kahn Ognisanti	1			
TOTAL	5	0	0	

APPROVED at a Regular Meeting of the Board of Trustees of Niles Township, on June 12, 2023.



 BONNIE KAHN OGNISANTI, Supervisor

ATTEST:



 CHARLES LEVY, Township Clerk