



ORDINANCE NO. 928

**AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW
MUNICIPAL CODE SID MUNICIPAL CODE BEING ORDINANCE
NO.513 OF THE VILLAGE OF MACKINAW TO PROVIDE
AMENDMENTS RELATING TO PAID VACTION POLICY**

Published in pamphlet form by authority of the Village President and
Board of Trustees of the Village of Mackinaw

NOVEMBER 28, 2016

STATE OF ILLINOIS)
COUNTY OF TAZEWELL) SS
VILLAGE OF MACKINAW)

CERTIFICATE OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of the Village of Mackinaw, Tazewell County, Illinois (the "Issuer"), and as such official I am the keeper of the records and files of its President and Board of Trustees (the "Corporate Authorities").

I do further certify the foregoing constitutes a full, true and complete excerpt from the proceedings of the regular meeting of the Corporate Authorities held on the **28TH day of NOVEMBER 2016**, insofar as same relates to the adoption of **Ordinance No. 928**, entitled:

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO PAID VACATION POLICY

A true, correct and complete copy of which ordinance (the "Preliminary Ordinance" or "Ordinance") as adopted at such meeting appears in the transcript of the minutes of such meeting. The Preliminary Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify the deliberations of the Corporate Authorities on the adoption of such Preliminary Ordinance were taken openly and was on the agenda at least 48 hours before the meeting at which it was adopted, that the adoption of such ordinance was duly moved and seconded, that the vote on the adoption of such ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such Act and such Code and their procedural rules in the adoption of such ordinance.

The pamphlet form of **Ordinance No.928**, including the ordinance and a cover sheet thereof, was prepared and a copy of such Ordinance was posted for public inspection in the municipal building, the Mackinaw United States Post Office, and the Mackinaw Library commencing on **NOVEMBER 29, 2016** and continuing for at least ten days thereafter. The original ordinance was adopted by the Board of Trustees of the Village of Mackinaw at a regular meeting, attended by six members of the Board, and approved by the President, as said Ordinance appears on file in my office and as the same is recorded in the Book of Ordinances of said Village.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the official seal of said Village of Mackinaw, Illinois, this 8TH DAY OF DECEMBER, 2016.



Village Clerk

ORDINANCE NO. 928

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO PAID VACATION POLICY

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW:

SECTION 1: Chapter 33 of Title III of the Village Code of the Village of Mackinaw is hereby amended by deleting the existing Section 33.18 and inserting in its place a new Section 33.18 which shall be as follows:

SECTION 33.18: VACATION

(A) Full time employees who have been employed by the Village of Mackinaw for at least one calendar year shall be awarded vacation time annually. Vacation time shall be awarded on a calendar year basis. Employees with less than one year of service shall be entitled to pro-rated vacation at the rate of one day for each full month of service up to a maximum of ten days.

(B) The amount of vacation time an employee earns shall be as follows:

More than 1 year but less than 5 years or service to the Village of Mackinaw	10 working days
5 years but less than 10	12 working days
10 years but less than 15	15 working days
15 years but less than 20	17 working days
20 years and over	20 working days

(C) No employee shall accrue or earn vacation time off if at any time after January 1, 2018, that employee has awarded unused vacation time hours in excess of the applicable cap. The applicable cap shall be one calendar year's full award of vacation time off as set forth in the preceding paragraph.

(D) Vacation time off may be used in one-half day increments. Vacation time off must be scheduled in advance with an employee's direct supervisor for all employees except department heads. Department heads need not schedule their vacation in advance with any other party. The Village Clerk and appropriate Board of Trustees members are to be informed of vacation plans in advance for all department heads. While an employee will continue to receive full pay while on vacation, a time record must be submitted noting the days of authorized vacation.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall take effect immediately upon its passage, approval and publication thereof as provided by law.

SECTION 4: Ordinance No. 513 of the Village of Mackinaw, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 513 shall remain in force and effect except as modified by this Ordinance.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Mackinaw at a duly held meeting on the 28th day of November, 2016.

APPROVED:



Craig Friend, President of the Board of Trustees of
The Village of Mackinaw

ATTEST:



Lisa Spelcer, Village Clerk

AYES:	<u>4</u>
NAYS:	<u>0</u>
ABSENT:	<u>3</u>