

CHAPTER 12

EMPLOYEE POLICY

ARTICLE I - PURPOSE

12-1-1 EMPLOYEE RESPONSIBILITIES. This Personnel Policy describes the responsibilities of employees of the Village of Fisher and provides for their compensation. As such, it is each employee's responsibility to become familiar with these rules, to obey them, and to implement them as applicable to their area of assignment. Elected officers should also be thoroughly familiar with this document as it relates to their duties.

12-1-2 PROFESSIONAL RELATIONSHIP. This document also provides a framework for professional relationship among the elected officers and employees of the Village and contains standards and expectations of each of those parties. Any employee who feels he or she is being treated unfairly should forward a complaint in accordance with the grievance procedure outlined in **Section 12-6-8.**

ARTICLE II - ORGANIZATION

12-2-1 **CHAIN OF COMMAND.** The Village government is structured as outlined in the organization chart in **Appendix "A"**. Each official and employee takes direction from and is responsible to his superior, shown as the next higher level on the chart.

12-2-2 **PERSONNEL RESPONSIBILITIES.** The Mayor and Village Board are responsible for approving, updating, and revising this Personnel Policy. Appointments and discharge of all personnel are subject to Village Board approval. The Chief of Police or the Mayor may reprimand or suspend personnel under his supervision and present a report on his action to the appropriate committee for final approval. Personnel may be suspended with committee approval pending a discharge hearing by the full Village Board.

The Village Board passes all ordinances relating to personnel and salaries. The Mayor approves departmental policies and committees review such policies and evaluate employee performance and conduct. The Committee Chairmen supervise their respective department heads.

Department heads conduct the day-to-day supervision of their departments. The office manager is responsible for maintaining the appropriate personnel records, work schedules, employment applications, payroll, and insurance and withholding payments.

ARTICLE III - APPOINTMENT

12-3-1 NOTIFICATION. When the Chairman of a Committee declares that a vacancy exists in his department, the appropriate committee chairman will review the applications on file with the office manager. The office manager will mail the suitable applicants a notice of the vacancy and a job description. The office manager will also publish a notice of the vacancy in the local and regional newspapers. All notifications will include the phrase, "An Equal Opportunity Employer".

12-3-2 APPLICATION. All applicants for employment will fill out the Employment Application Form. Applicants for a declared vacancy will be interviewed by all members of the appropriate committee, any supervisory personnel, and, if requested, the full Village Board.

12-3-3 APPOINTMENT. The appropriate committee will present their selection to fill the vacancy to the full Village Board. Upon their approval, they will inform the new employee in writing of his or her selection. Information will be provided regarding the location, time, date of reporting to work, initial salary, the probationary period of **six (6) months** and other terms of employment. The employee will be provided with a copy of this document at that time. The Mayor or committee chair will review this document with the employee who will then sign a receipt for this Policy and Procedure.

During the probationary period, the employee is an "at-will employee". That means the employee may be disciplined or terminated by the Mayor, with the advice and consent of the appropriate committee, at any time during the probationary period without cause or explanation. The probationary employee does not have the right to appeal disciplinary action provided to all other employees under **Section 12-6-7**, following.

An employee shall be hired as either full or part-time. A full-time employee receives leave and benefit privileges as described in this document. Those leave and benefit privileges are not available to part-time employees. Employees who have successfully completed their probationary period are subject to the same rules described in **Article 6 - Conduct and Discipline**, and are covered by liability insurance. **(Ord. No. 09-30; 12-10-09)**

12-3-4 HIRING POLICIES. To ensure that the Village employs the most competent personnel, all applicants are selected solely on the basis of their qualifications and abilities as judged by reviews of their training, experience, references and, where applicable, test scores. Background checks will be conducted and a complete physical examination is required by a physician designated by the Village Board, the expense of which will be paid by the Village. Within **six (6) months** of the passage of this Chapter or within **six (6) months** of the employee completing his or her probationary period with the Village, all full-time employees shall live within the corporate limits of the Village. If an employee fails to meet this condition of employment within the time limits provided, he or she will be dismissed. However, within **thirty (30) days** of the expiration of the applicable time limit the employee may require a hardship extension or variance by using the grievance procedure contained in **Section 21-6-8** below. After selection, all employees must furnish proof of citizenship and a federal I-9 form. **(Ord. No. 11-04; 02-10-11)**

12-3-5 EQUAL EMPLOYMENT OPPORTUNITY. It is the policy of the Village that there shall be no discrimination in hiring, training, promotion, or discipline on the basis of race, national origin, gender, political or religious affiliation, or other non-merit factors. There shall be no hiring discrimination on the basis of age, gender, or physical disability unless specific requirements are a necessary occupational qualification.

ARTICLE IV - COMPENSATION

12-4-1 WORKING HOURS. All full-time employees work a **forty (40) hour** week. Schedules are established by department heads subject to review by the appropriate committee. In times of special need the Mayor may declare a village emergency at which time all employees shall make themselves available for duty as needed. All overtime shall be approved by either the Mayor or the Chairman of the respective Committee. In lieu of overtime pay, the Village under most circumstances requires the employee to use compensatory time. All compensatory time shall be documented and used within **fourteen (14) days**.

12-4-2 OVERTIME. Each full and part-time employee receives **one and one-half (1.5) times** their hourly rate for each hour in excess of **forty (40) hours** worked during a week. (**Forty-eight (48) hours** for police officers.) Full-time employee hourly rates are computed by multiplying monthly salaries times **.00577**.

12-4-3 PAY SCHEDULE. Employees are paid on the **fourteenth (14th)** and **twenty-eighth (28th) day** of each month for work done through the previous day. Each year the Village Board reviews wages and salaries. An employee may receive a pay raise when the Village Board passes its annual salary resolution or at any other time deemed appropriate by the Village Board.

12-4-4 OTHER BENEFITS. The Village provides vacation days, personal leave, sick leave, individual health insurance, dental coverage, and matching Village Retirement Plan up to a maximum of **One Thousand Dollars (\$1,000.00)** per year for full-time employees only. The employee may elect to pay an additional premium to cover his dependents under the health and dental insurance plans.

12-4-5 COMPENSATION TIME. At the request of an employee, overtime may be converted to compensation time (comp-time) on an hour per hour basis.

ARTICLE V - LEAVES

12-5-1 VACATION LEAVE. After **six (6) months** of employment, each full-time employee is eligible for **five (5) days** of vacation leave. After **one (1) year** of employment, anniversary date one, employee receives **two (2) weeks'** vacation leave. After completing years two, three and four, employee receives **two (2) weeks** of vacation leave on each anniversary date, however, at no time during the first **five (5) years** of employment may an employee have more than **fifteen (15) days'** vacation leave accrue. If the additional days granted on the employee's anniversary date would lead to a number of vacation days accrued in excess of **fifteen (15)** during the first **five (5) years** the additional accrual granted on the anniversary date shall be reduced such that the total accrued leave is **fifteen (15) days**.

Beginning with the fifth anniversary, following **five (5) years** of continuous employment, the employee will receive **three (3) weeks** of accrued vacation leave. The additional accrual will be granted on the sixth, seventh, eighth and ninth anniversary dates. However, the maximum accrual of vacation leave during this period of employment may not exceed **twenty (20) days**. After **ten (10) years** of continuous employment beginning on the tenth anniversary date and on each successive anniversary date, an employee will accrue **four (4) weeks'** vacation leave. However, after **ten (10) years** of employment, the employee's accrued vacation leave may not exceed **twenty (20) days**.

Vacations are scheduled subject to approval by the Mayor or the Chief of Police and reviewed by the appropriate committee chairman. Requests for use of vacation leave in increments of **five (5) or more days** shall be submitted to the Chief of Police or Mayor in writing no less than **thirty (30) days** prior to the **first (1st) day** of leave. The Chief of Police or Mayor will respond with written approval or denial of the request within **ten (10) days**. For a leave of **one (1) day** only, the request must be made at least **one (1) week** prior to the leave and approval or denial will be provided in writing within **two (2) working days**. If an employee is required to work on a holiday, another day off will be given within a week of the holiday. In cases of emergencies, the Mayor or Police Chief may grant vacation or personal leave to an employee. If no such day are remaining, the employee may be given the time off without pay. **(Ord. No. 14-09; 04-10-14)**

12-5-2 SICK LEAVE. Sick leave is designed to compensate an employee when he or she is physically unable to work. Sick leave days are accumulated at the rate of **one (1)** per each **thirty-six (36) calendar days** of employment. There is no maximum number of days accruable for employees. Sick leave accrued prior to **December 9, 1999** may be used or will be paid **seventy-five percent (75%)** upon separation from employment. Sick leave accrued after **December 9, 1999** will only be paid prior to separation as provided below. **(Ord. No. 01-23; 11-08-01)**

Compensation for unused sick leave will be eliminated as of the date this Code is approved. However, sick leave for use will continue to accumulate without limit. Any current employee will be eligible to receive compensation for sick leave accumulated to that point upon leaving the Village employment as described in the current personnel policy. Employees will not receive compensation for sick leave accumulated after the effective date of this Code. **(Ord. No. 03-06; 05-08-03)**

Any Village employee who has accrued sick leave prior to 1999 may request payment of such sick leave in full or in part during his or her employment or upon retirement and that the Village Board President is hereby authorized to comply with such request and have the authority to issue such payment. **(Ord. No. 08-12; 09-11-08)**

12-5-3 PERSONAL LEAVE. Each full-time employee is granted **two (2) days** per year for personal leave. Said leave may be used in increments of **four (4) hours** or more.

12-5-4 HOLIDAYS. The official Village holidays are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Saturday, employees will be given the preceding Friday off. If the holiday falls on a Sunday, they shall be given the following Monday off. Full-time employees will receive their regular salary for an **eight (8) hour** day on the holiday. Part-time employees will be compensated only for hours worked on the holiday.

ARTICLE VI - CONDUCT AND DISCIPLINE

12-6-1 PERSONAL CONDUCT. Every employee is charged with the responsibility of helping to keep Fisher a clean and pleasant place to live and should reflect the highest standards of conduct and behavior. Actions such as using profane language, sloppy appearance, or loafing on the job accumulate to give the Village government a poor reputation with the citizenry. Conversations and actions are constantly being observed by the taxpayer and fellow workers. All employees are expected to conduct themselves in a respectable and professional manner. Improper conduct is grounds for disciplinary action.

12-6-2 VILLAGE PROPERTY. Proper conduct includes use of Village property. No Village vehicles, tools, equipment, supplies, or buildings may be used for personal or private benefit unless specifically authorized by the Village Board. Every employee is also charged with the responsibility to keep his assigned tools, equipment, and vehicles in proper working condition. Negligence in maintenance or willful misuse of public property is cause for disciplinary action.

12-6-3 RESERVED.

12-6-4 USE OF ILLEGAL DRUGS. The use of illegal drugs by employees is expressly forbidden. Any form of possession, use, distribution, and/or sale of illegal drugs will result in immediate discharge regardless of whether such activity took place on or off the job. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Some prescription drugs may potentially affect an individual's ability to work safely. Employees should notify their supervisor whenever prescription drugs must be taken before or during working hours.

Employees may not be under the influence of alcohol, or possess or consume alcohol at any time on the job.

Individuals will be subject to drug and alcohol screening tests in accordance with the law as determined by the Village Board. These tests will be performed at the expense of the Village and all positive tests will be subject to Village and all positive tests will be subject to confirmatory testing. Any employee refusing to submit to such a test will be subject to dismissal.

A confirmed positive result indicating that an individual was present at work while having consumed alcohol or illicit drugs will subject that individual to dismissal.

12-6-5 IMPROPER CONDUCT. Improper conduct, subject to disciplinary action, shall include, but not be limited to the following:

- (A) Inadequate performance of duty.
- (B) Insubordination.
- (C) Disgraceful personal conduct in public.
- (D) Theft, destruction, or improper care or use of Village property.
- (E) Falsification of records.
- (F) Use of official position for personal advantage.
- (G) Bribery.
- (H) Engaging in improper political activity.

12-6-6 DISCIPLINE. Whenever an employee's performance, attitude, or personal conduct falls below a desirable level, the appropriate committee will inform the employee of the concerns. If the situation is serious enough, disciplinary action may be warranted. There are **three (3) types** of disciplinary action, each more severe than the preceding one.

(A) **Reprimand.** The Committee may discipline an employee with an oral or written reprimand. A written reprimand is used in more severe cases and a copy of such a letter of reprimand will be placed in the employee's personnel file. If no other disciplinary action is taken against the employee for a period of **one (1) year** following this action, the reprimand will be removed from the file.

(B) **Suspension.** If a reprimand fails to correct the problem or if the situation warrants more severe action, the appropriate committee, the Mayor, or Chief of Police may suspend an employee with pay or without pay for a period of up to **seven (7) days**. The employee concerned will be notified in writing of this action.

(C) **Dismissal.** In the most serious cases, the Mayor and appropriate committee chairman or department head may recommend dismissal of an employee to the Village Board for good and just cause. The employee will receive written notification that his pay and benefits will terminate effective on the date of the Village Board's decision.

12-6-7 APPEAL. If an employee wishes to appeal a disciplinary action, a request for such an appeal will be presented in writing to the appropriate committee chairman or department head. The matter will be heard by the full Village Board and a decision will be rendered. The employee may meet with the appropriate supervisory personnel prior to the appeal hearing.

12-6-8 GRIEVANCES. The most effective accomplishment of the work of the Village requires prompt consideration and equitable adjustment on an employee grievance. It is the desire of the Village to adjust grievances informally. Any employee who feels he or she is being wronged should first take up the matter with the Mayor, the Chief of Police, or the appropriate committee. Written documentation of this meeting should include the time, date, and place of the meeting, those in attendance, the subject matter, and the disposition of the matter. Documentation is the responsibility of the committee chairman or appropriate supervisor.

If the employee is not satisfied with the response of the committee, he should present a written description of the grievance to the full Village Board. Within **seven (7) days** the employee will be given a written response describing what has been done or what will be done to correct the problem. The employee may choose to appear before the Village Board if it is desirable to do so.

12-6-9 PHYSICAL FITNESS. It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing his job. Whenever the Chief of Police or the Mayor suspects that the physical condition of an employee is endangering his own health and safety, or that of other employees, he may request the employee submit to a medical examination upon approval of the appropriate committee. The medical exam will be conducted at the expense of the Village on Village time and shall only be for the purpose of determining the employee's physical condition relative to Village employment. The physician will be designated by the Village Board.

12-6-10 EMPLOYEES LEAVING TOWN DURING WORK DAY. All on-duty employees leaving the Village shall notify the Village Office Manager and fill out a travel form with the following information: Name of employee, date, departure time, destination, purpose of trip, report of success or failure, and return time. Emergencies are exempted.

ARTICLE VII - SEPARATION

12-7-1 RESIGNATION. If an employee gives **two (2) weeks** notice prior to the final day of service to the Village that he is resigning, he is eligible to receive the lump sum unused sick leave payment described in **Section 12-5-2**. In addition, the employee will receive **eight (8) hours'** pay for each unused vacation day accrued up to the specified maximums. Resigning employees may continue participation in the group health plan at their own expense.

12-7-2 DISMISSAL. An employee who has been dismissed will receive the same lump sum unused sick leave payment as a resigning employee. In addition, he will receive **eight (8) hours'** pay for each unused vacation day accrued up to the specified maximums.

12-7-3 EXIT INTERVIEW. An exit interview will be conducted by the appropriate committee chairman with any employee leaving for the reasons listed in **Sections 12-7-1** and **12-7-2**.

12-7-4 DEATH. If an employee dies, the surviving spouse or estate will receive those benefits defined in the Village's insurance policies. In addition, the surviving spouse or estate will receive the same lump sum payments as those of a resigning employee. The surviving spouse and dependents may retain group medical coverage at their own expense.

ARTICLE VIII - RECORDS

12-8-1 **EMPLOYEE FILE.** The Village office keeps a file folder on each employee. This file contains the employee's application form, leave records, pay records, evaluation records, commendations, and disciplinary records in addition to any other material deemed appropriate. It is a confidential file open only to the Chief of Police, Office Manager, Trustees, Mayor, Village Attorney, and the employee. It is the employee's responsibility to keep this file updated with changes in personal information as needed.

12-8-2 **PAY RECORDS.** The Office Manager shall keep a record of wages paid, amounts withheld, work schedules, and hours worked by pay period for each employee. This record will also include leave days earned and taken. In January of each year, each employee shall be given notice of the amount withheld from his pay for State and Federal income taxes and the number of leave days accrued as of **December 31st** of the previous year.

APPENDIX B

DRUG FREE WORKPLACE POLICY

PHILOSOPHY

Drug abuse affects all aspects of our lives - it threatens the workplace as well as the home, the school, and the community. The Village must take a firm stance against illicit drug use. The use of drugs, which term for the purposes of this policy shall include alcohol in the workplace, is unacceptable since it can adversely affect health, safety, and productivity, as well as public confidence and trust. When drug use and/or involvement interferes with an employee's efficient and safe performance of work responsibilities and/or reduces the employee's dependability and accountability, it creates a problem for the whole organization.

Drug abuse inflicts notable human expense. Personal tragedies, feelings of anxiety and depression, and diminishing coping skills are reflected on an individual level. Dysfunctional and strained relationships mark the heavy burden felt by the families of the drug and alcohol abuser.

The cost of drug abuse, both on a personal and organizational level, is unacceptable. The rising incidence in substance abuse makes it imperative that the Village combat this issue by implementing a zero tolerance policy of drug use in the workplace.

DRUG FREE WORKPLACE STATEMENT

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the workplace. Controlled substance means a controlled substance as defined in the Illinois Controlled Substances Act or cannabis as defined in the Cannabis Control Act. Disciplinary action, up to and including dismissal can be taken against employees for drug violations.

All employees will, as a condition of employment:

1. Agree not to manufacture, distribute, dispense, or possess controlled substances or alcohol in the workplace.
2. Notify their respective Superintendent of any arrest or conviction of any local, state or federal criminal drug statute no later than **twenty-four (24) hours** after such arrest or conviction.
3. Abide by the conditions set forth in this statement.
4. If receiving medical attention due to a job related incident, the employee agrees to submit to drug testing.

VIOLATIONS

1. Employees are subject to discipline, including discharge for violation of the above policy.
2. Require the satisfactory participation and completion of a State licensed drug rehabilitation program, as sanctioned by the employer.
3. The Village shall notify the appropriate State Agency from which grant funds were received of the employee's conviction within **ten (10) days** after receiving notice from an employee of any criminal drug statute conviction for a violation in the workplace.

EMPLOYEE ASSISTANCE

A referral network to assist those who may be experiencing problems with drugs and/or alcohol has been established for all Village employees.

ADDITIONAL PROVISIONS

There is no requirement by the employer to keep an employee on active employment status who is receiving rehabilitative treatment if it is determined that the employee's current use of drugs prevents the individual from performing work related duties or whose continuance on active status could constitute a threat to the property and/or safety of others. The employee shall pay for all costs of rehabilitation. The employee may use accumulated paid leave, and take unpaid leave pending treatment, at the discretion of the employer, and so long as the employee advised the Superintendent of use or abuse of drugs prior to occurrence of reasonable suspicion.

APPENDIX C

**EMPLOYEE NOTIFICATION OF PERSONNEL CODE
AND DRUG FREE WORKPLACE POLICY AND DISCLAIMER OF EMPLOYMENT**

The Employee Code of the Village is not intended to create any employment relationship with any employees that is contractual in nature. All employees are employed at the will of the Village, and employees can be terminated at will. All employment policies of the Village are subject to change without notice and/or approval of any employee. Any and all discipline and/or discharge procedures contained in this Code are illustrative in nature, and only provide examples of the manner in which employees may be disciplined or terminated. Any and all such procedures are not meant to be the sole or exclusive way in which discipline or discharge could occur.

By signing this disclaimer, the employee understands that the employment relationship between the employee and the Village is NOT contractual in nature; that employment can be terminated at the will of the Village, that all employment policies are subject to change without notice and/or approval of the employee; and that any and all discipline and/or discharge procedures contained in the Code are merely illustrative in nature, and are not meant to be the sole or exclusive manner in which discipline and/or discharge could occur.

I have been given a copy of the Village's Employee Code, originally adopted _____
_____, _____.

In understand that contained without the Employee Code is the Drug Free Workplace Policy. I have read and understood the Drug Free Workplace Policy, and agree to abide by its terms and conditions.

Name _____

Date _____

This form is to be retained by the Village Clerk.

APPENDIX D

EMPLOYEE CODE: DISCIPLINE FORM

Date _____

Employee Name _____

Employee's Job Position _____

Village Department _____

Mayor _____

Type of Discipline (Check One):

- _____ Verbal Reprimand
- _____ Written Reprimand
- _____ Probation
- _____ Suspension
- _____ Dismissal

State the Section of the Employee Code violated:

Section _____ Subsection _____ Page Number _____

State any Code of Conduct violation, listing the Code of Conduct Subparagraph Number

State the facts which support the violation _____

DATE _____

Mayor

DATE _____

(Signature of Employee)

APPENDIX E

AMERICANS WITH DISABILITY ACT GRIEVANCE PROCEDURE

1. All complaints regarding access or alleged discrimination should be submitted in writing to the ADA Coordinator for resolution. A record of the complaint and action taken will be maintained. A decision by the ADA Coordinator will be rendered promptly.
2. If the complaints cannot be resolved to the satisfaction of the complainant by the ADA Coordinator, then for building accessibility issues, the matter shall be turned over to the Village Board for consideration. For employment and public service issues, the matter will be forwarded to the Village Board for consideration.
3. If the complaint cannot be resolved to the complainant's satisfaction by the Village Board, the complaint will be reviewed and decided upon by the Mayor. The decision of the Mayor shall be considered final.
4. A record of action taken on each request or complaint shall be maintained as a part of the records or minutes at each level of the grievance process.
5. The individual's right to prompt and equitable resolution of the complaint shall not be impaired by his/her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

APPENDIX F

REQUEST FOR FAMILY OR MEDICAL LEAVE

Request for Family or Medical Leave must be made, if practical, at least **thirty (30) days** prior to the date the requested leave is to begin.

Name _____ Date _____

Department _____ Title _____

Status [] Full-Time [] Part-Time [] Temporary

Hire Date: _____ Length of Service _____

I request Family or Medical Leave for one or more of the following reasons:

[] Because of the birth of my child and in order to care for him or her*

Expected date of birth _____ Actual date of birth _____

Leave start _____ Expected return date _____

[] Because of the placement of a child with me for adoption or foster care**

Leave start _____ Expected return date _____

[] In order to care for my spouse, child, or parent who has a serious health condition*

Leave start _____ Expected return date _____

[] For a serious health condition that makes me unable to perform by job*

Describe: _____

Leave start _____ Expected return date _____

* A physician's certification will be required for leave due to a serious health condition.

** Certification will be required for leave due to adoption or foster care.

[] For other reasons. Describe: _____

Leave start _____ Expected return date _____

[] Requested intermittent leave schedule (if applicable; subject to employer's approval).

Have you taken a Family or Medical Leave in the past **twelve (12) months**? [] Yes [] No
If yes, how many workdays? _____

I understand and agree to the following provisions:

I have worked for the Village of _____ at least **one (1) year** and at least **one thousand two hundred fifty (1,250) hours** in the previous **twelve (12) months**.

If I fail to return to work after the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that would entitle me to Medical Leave or other circumstances beyond my control, I may be financially responsible for the medical insurance premiums the Village paid while I was on leave.

This leave will be unpaid, unless under the Village Policy, I would be eligible for sick leave or have accrued vacation or comp time; or in the case of my own disability, payment will occur under a disability program with IMRF, if I am so covered.

I may be required to exhaust my vacation, comp time, or sick leave as part of my **twelve (12) weeks** of leave.

After **twelve (12) weeks** of leave, if I do not return to work or contact my supervisor or manager on the date intended, it will be considered that I abandoned my job.

Employee Signature _____ Date _____

Address _____ Phone _____

LEAVE APPROVAL

For full day leave:

Mayor _____
Signature Date

For intermittent or reduced day leave:

Mayor _____
Signature Date

Notes: _____

PAYROLL INSTRUCTIONS

- [] With pay from _____ to _____ Employee # _____
- [] Without pay from _____ to _____

Comments: _____

PLEASE FORWARD COMPLETED REQUEST TO THE PERSONNEL DEPARTMENT FOR FURTHER PROCESSING.

APPENDIX G

REQUEST FOR SPECIAL LEAVE

Request for Special Leave must be made at least **thirty (30) days** prior to the date the requested leave is to begin.

Name _____ Date _____

Department _____ Title _____

Hire Date: _____ Length of Service _____

All full-time and salary exempt employees who have completed **one (1) full year** of continuous service may request a special leave. Special leave will only be granted for personal reasons, and must be approved by employee's Superintendent. Special leave shall be granted without pay. The period for special leave shall not exceed **six (6) months**. An extension may be granted up to a maximum of **six (6) months** for a total of **one (1) year**. In order to continue to receive medical and insurance benefits during a special leave, the employee shall contribute both the employee and the employer's share of IMRF and insurance costs.

I wish to request a Special Leave for the following reasons:

Employee Signature _____ Date _____

Address _____ Phone _____

LEAVE APPROVAL

Mayor _____
Signature Date

PLEASE FORWARD COMPLETED REQUEST TO THE PERSONNEL DEPARTMENT FOR FURTHER PROCESSING.

APPENDIX H

RESPONSE TO REQUEST FOR FAMILY OR MEDICAL LEAVE

Date: _____

To:

From:

On _____, you notified us of your need to take family/medical leave due to:
(check one)

- _____ The birth of a child, or the placement of a child with you for adoption or foster care;
or
- _____ A serious health condition that makes you unable to perform the essential functions
of your job; or
- _____ A serious health condition affecting your spouse, or immediate family, for which you
are needed to provide care.

You notified us that you need this leave beginning on _____ and that you
expect the leave to continue until _____. (Note: periodic leave
may be available under certain circumstances)

You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12 month
period for the reasons listed above. The Village of Fisher calculates that 12 month
period on a calendar year basis. Therefore, you will be allowed 12 weeks unpaid leave
in each calendar year after you have completed one year of service with the Village.
Your health benefits will be maintained during any period of FMLA, unpaid leave under
the same conditions as if you continued to work. You will be reinstated to the same
and/or equivalent job with the same pay, benefits, and terms and conditions of
employment on your return from leave. If you do not return to work following the
FMLA leave for a reason other than:

1. The continuation, recurrence, or onset of a serious health condition which would entitle
you to further FMLA leave, to the maximum time allowed; or
2. Other circumstances beyond your control, you may be required to reimburse the Village
of Fisher for its share of health insurance premiums paid on your behalf during your
FMLA leave.

This is to inform you that:

1. You are _____ eligible _____ not eligible for leave under the FMLA at this time.

- 2. The requested leave _____ will _____ will not be counted against your annual FMLA leave entitlement.

- 3. You _____ will _____ will not be required to furnish medical certification of a serious health condition within 10 days. The approval of this FMLA leave may be rescinded if certification is not received.

- 4. During the time of your medical leave you will be required to use any accrued paid leave you have with the Village.

- 5. If you normally pay a portion of the premiums for your health insurance, these payments must continue during the period of FMLA leave. Arrangements for payment have been discussed with you and it is agreed that you will make premium payments as follows:

- 6. You _____ will _____ will not be required to present a fitness for duty certificate prior to returning to employment.

- 7. You _____ are _____ are not a "key employee" as described in 825.218 of the FMLA regulations. Therefore, restoration of employment may be denied following FMLA leave on the grounds that you will need to be replaced while you are on leave and returning you to that position following the leave will cause substantial and grievous injury to the Village.

- 8. While on leave, you _____ will _____ will not be required to furnish us with period reports every 7 days. If you are able to return to work earlier than the date indicated above, you will be required to notify us at least two work days prior to the date you intend to report to work.

- 9. You _____ will _____ will not be required to furnish recertification relating to a serious health condition.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____