

SPONSORS : Commissioner Daley

APPROVED : _____
DENIED : _____
WITHDRAWN : _____
NO SECOND : _____
DEFERRED : _____
SUBSTITUTED : _____

SOURCE OF FUNDING : N/A
IMPACT OF AMENDMENT : \$0

EXPLANATION OF AMENDMENT : The following sections of Volume III, Leaves of Absence, Section I. Leaves of Absence with Pay, Subsection A., Designation of Holidays, and Subsection E. Vacation Leave shall be amended as provided below. The amendment addresses modifications the vacation leave accruals and ensures the designation of holidays for Cook County Health employees.

BUDGETARY UNIT : N/A

COMMENTS:
The following sections of Volume III, Leaves of Absence, Section I. Leaves of Absence with Pay, Subsection A., Designation of Holidays, and Subsection E. Vacation Leave shall be amended as provided below. The amendment addresses modifications the vacation leave accruals and ensures the designation of holidays for Cook County Health employees. Please see attached.

I. LEAVES OF ABSENCE WITH PAY

A. DESIGNATION OF HOLIDAYS

The following days are hereby declared holidays, except in emergency and for necessary operations for all salaried Cook County officers and employees of Cook County offices, departments or agencies. Employees of the Cook County Health and Hospitals System will receive all the following holidays except Casimir Pulaski's Birthday.

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Abraham Lincoln's Birthday	February 12
George Washington's Birthday	Third Monday in February
Casimir Pulaski's Birthday	First Monday in March
Memorial Day	Last Monday in May
Juneteenth Day	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Floating Holiday	

Employees must be on the payroll on the first day of the fiscal year in order to avail themselves of the floating holiday in that fiscal year. Employees shall lose the floating holiday if they do not use it by the end of the fiscal year in which it accrued or if they leave County service before using it.

All regular employees shall be granted the above holidays, or equivalent paid days off per year.

Should a certain holiday fall on Saturday, the preceding Friday shall be set as the holiday; should a certain holiday fall on a Sunday, the following Monday shall be set as the holiday.

In addition to the above, any other day or part of a day shall be considered a holiday when so designated by the Cook County Board of Commissioners.

Note: Holiday benefits may vary for Cook County Health and Hospital System employees.

E. VACATION LEAVE

All officers and employees, other than seasonal employees and certain classifications of nursing personnel, shall be granted vacation leave. ~~Fair Labor Standards Act (“FLSA”) Covered non-union employees and those governed by collective bargaining agreements will accrue vacation.~~ Vacation accruals for employees may vary in accordance with provisions of collective bargaining agreements or existing policies.

Vacation accruals will be carried out in accordance with the biweekly payroll system. Employees must be in a pay status for a minimum of five days in a pay period to accrue vacation time in that period.

All individuals employed on a part-time work schedule of twenty (20) hours per week or more shall be granted vacation leave with pay proportionate to the time worked per pay period.

Employees may use only such vacation leave as has been earned and accrued ~~provided, however, that five (5) working days of the initial vacation allowance may be allowed after the first six (6) months of service for employees who accrue vacation.~~ The heads of the County offices, departments, or institutions may establish the time when the vacation shall be taken.

~~FLSA Exempt and FLSA Covered non-union employees, except Executive Level employees as noted in Paragraph 7 of this Section,~~ Employees shall be granted vacation leave with pay for periods as follows.

Anniversary of Employment	Days of Vacation	Maximum Accumulation
1 – 4	15 vacation days	30 vacation days
5 - 9	20 vacation days	40 vacation days
10 onward	25 vacation days	50 vacation days

~~FLSA Exempt employees shall be advanced the equivalent of the maximum days of vacation based upon years of service as of December 1st or the 1st day of the month following their month of hire if the employee is in or hired into the position between December 1st – May 31st. FLSA Exempt employees shall be advanced the equivalent of ½ of the maximum vacation accrual based upon years of service if hired between June 1st – November 30th on the 1st day of the month following their month of hire. FLSA Exempt employees may retain double the amount of their vacation allocation based upon years of service.~~

~~FLSA Exempt Employees in Executive Level Positions shall receive five (5) weeks of vacation (25 days) per year. FLSA Exempt Employees in Executive Level Positions shall receive five (5) weeks of vacation on December 1st or the 1st day of the month following their month of hire if the employee is in or hired into an Executive Level Position (and begins working) between December 1st – May 31st. FLSA Exempt Employees hired into Executive Level Positions who begin working between June 1st – November 30th shall receive two and a half (2 1/2) weeks of vacation on the 1st day of the month following their month of hire. The Chief of the Cook County Bureau of Human Resources shall identify and/or approve Executive Level position designations. Executive Level employees may retain a maximum of no more than ten (10) weeks (50 days) of vacation.~~

Any employee of the County of Cook who has rendered continuous service to the City of Chicago, the Chicago Park District, the Forest Preserves District of Cook County, the Metropolitan Water Reclamation District of Greater Chicago, agencies under the State of Illinois including, without limitation, the University System, the Regional Transportation Agency, the Chicago Transit Authority and/or the Chicago Board of Education shall have the right to have the period of such service credited and counted for the purpose of computing the number of years of service as employees of the County for vacation credit only. All discharges and resignations not followed by reinstatement within one (1) year shall interrupt continuous service and shall result in the loss of all prior service credit. Credit for such prior service shall be established by filing, with the designated Human Resources Officer, a certificate of such prior service from such former place or places of employment.

In the event an employee has not taken vacation leave as provided under this section by reason of separation from service, the employee's unused accumulated vacation will be paid out following separation from service. In the event of death of an employee, the employee's spouse or estate shall be entitled to receive such unused accumulated vacation.

In computing years of service for vacation leave, employees shall be credited with regular working time plus the time of duty disability.

Any Cook County employee returning from military leave in accordance with the Military Service Policy shall be entitled to be credited with working time for each of the years absent due to military or naval service. The veteran's years of service for purposes of accrual of vacation time in the year of return to employment with Cook County shall be the same as if employment had continued without interruption by military service.

Holidays recognized by the Board of Commissioners of Cook County are not to be counted as part of a vacation.