

ORDINANCE 07-03-2023A
AMENDING SECTIONS 302 OF THE EMPLOYEE MANUAL

Whereas, Section 302 of the City of Mendota Employee Manual currently states that:

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. In order to earn vacation time, the employee must have reached his or her anniversary date. For example, if an employee's anniversary date is January 1 and the employee leaves for any reason on December 31 or before, no vacation time will have been earned or awarded for that year. However, if the City, in its sole discretion, terminated employment for cause, or if the employee fails to give a two-week, written notice of resignation, forfeiture of unused vacation time may result.

In order to clarify the intention of the passage, Section 302 of the City of Mendota Employee Manual is hereby amended and shall read:

Upon termination of employment, employees will be paid for unused vacation time earned through the last day of work. Vacation days will be calculated and prorated using the employee's anniversary date and last day of work. However, if the City, in its sole discretion, terminated employment for cause, or if the employee fails to give a two-week, written notice of resignation, forfeiture of unused vacation time may result.

Presented, passed and adopted at the regular meeting of the City Council of the City of

Mendota, LaSalle County, Illinois held on the 3rd day of July, 2023.

AYES: 7

NAYS: 0

ABSENT: 1



David W. Boelk, Mayor

ATTEST:



Emily J. McConville, City Clerk