

RESOLUTION 21/22-R-3.3
RESOLUTION AUTHORIZING TEMPORARY ALLOCATION OF PAID SICK LEAVE
FOR EMPLOYEES

WHEREAS, the ZION-BENTON PUBLIC LIBRARY DISTRICT (“Library”) is a public library district organized under the Public Library District Act of 1991; and

WHEREAS, Coronavirus Disease 2019 (“COVID-19”), a contagious respiratory illness that can spread from person to person, is currently being reported in the United States; and

WHEREAS, the Library, in the interest in reducing the spread of the virus that causes COVID-19, encourages all employees who are sick to stay home; and

WHEREAS, part-time Library employees, defined as working no more than 20 hours per week averaged over a 12-month period, do not receive sick leave allowance; and

WHEREAS, to encourage part-time Library employees to stay home when sick, the Library wishes to provide a temporary allowance of paid sick leave for these employees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Zion-Benton Public Library District, Lake County, Illinois:

SECTION 1: A two-week pro-rated paid sick leave allowance based on the employee’s regularly scheduled work week (“Temporary Leave”) will be available to all part-time Library employees for the period beginning July 1, 2022 through **December 31, 2022**. Any Temporary Leave not used through **December 31, 2022** will expire on **January 1, 2023** unless extended by the Library Board of Trustees.

SECTION 2: Full-time Library employees who are under quarantine or in isolation at home at the direction of public health officials and/or a medical doctor will be able to draw from the Pool as needed. Temporary Leave will be first utilized and once exhausted, Accrued Sick Leave will be utilized for benefited employees.

SECTION 3: Temporary Leave is subject to same provisions of Sick Leave detailed in the Library’s Personnel Policy.

SECTION 4: Temporary or Accrued sick leave for full-time employees or Temporary Leave for part-time employees may also be used through **December 31, 2022** if employee, or minor child or elderly relative of the employee, is under quarantine or in isolation at home at the direction of public health officials; or an employee has a minor child whose school has been closed due to COVID-19; or as approved by the Director. Temporary Leave will be first utilized and once exhausted, Accrued Sick Leave will be utilized for benefited employees.

SECTION 5: Library administrative staff will track the amount of Temporary Leave taken during this period and report to the Library Board of Trustees at its regular meetings.

SECTION 6: This resolution is effective immediately on the date of its passage and is effective 7/1/2022.

PASSED this 31st Day of May, 2022.

AYES: 6

NAYS: 0

ABSENT: 0

/s/ A. Onan

Amy Onan, President
Board of Library Trustees
Zion-Benton Public Library District
Zion, Lake County, Illinois

ATTEST:

/s/ M. Martin

Mary Martin, Secretary Board of Library Trustees
Zion-Benton Public Library District
Zion, Lake County, Illinois