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### Inter-Office Memorandum

**TO:** County Board Members

**From:** Dan Cronin, County Board Chairman  
Margaret Ewing, Human Resources Department  
Nick Kottmeyer, Chief of Administration

**Date:** July 9, 2020

**RE:** TEMPORARY REVISION FOR CONSIDERATION – POLICY 5.3,  
VACATION TIME

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Attached please find a proposed temporary revision to Section 5.3 – Vacation Time of the DuPage County Personnel Policy. This temporary revision will accomplish the following measures:

- Suspends ability of County employees to receive monetary payment for up to two (2) weeks of vacation per year until December 1, 2021.
- Allows employees to carryover up to fifteen (15) days of vacation from calendar year 2020 to calendar year 2021.

These changes are being recommended for consideration due to the anticipated reduction in sales tax revenues and anticipated cash flow issues caused by the current public health crisis. This measure is expected to potentially reduce expenses for DuPage County of between \$2.0 and \$4.0 Million per year (2020 and 2021). Actual savings may be potentially much greater due to the fact that a substantial amount of unused vacation has accrued during the COVID shutdown.

It should be noted that Elected Officials and DuPage County Collective Bargaining Units will need to voluntarily adopt this same policy to achieve maximum potential savings.

Thank you for your consideration.

Resolution

FI-R-0417-20

Temporary Revision to Personnel Policy Manual 5.3 Vacation Time

WHEREAS, it is the practice of the DuPage County Board to provide employees with written policy and benefit information in the form of the DuPage County Board Personnel Policy Manual; and

WHEREAS, it is the responsibility of the Human Resources Department to maintain and distribute these policies; and

WHEREAS, it is the policy of DuPage County to encourage employees to use available paid vacation time for rest, relaxation and personal pursuits; and

WHEREAS, it is the policy of DuPage County to provide employees vacation time with pay based upon the number of hours worked and the length of continuous service; and

WHEREAS, DuPage County has adopted a Vacation Time Policy, specifically, Personnel Policy 5.3 Vacation Time; and

WHEREAS, Personnel Policy 5.3 Vacation Time, currently specifies that once an employee has completed five (5) years of continuous service, they may elect to receive monetary payment for up to five (5) days or 37.5/40 hours of their earned vacation accrual at full value, in full day increments, and that an employee is eligible to receive this payment one (1) time per calendar year; and

WHEREAS, Personnel Policy 5.3 Vacation Time, currently specifies that upon completion of fifteen (15) years of continuous service, and employee may elect to receive monetary payment for up to ten (10) days or 75/80 hours of their earned vacation accrual at full value, in full day increments, and that an employee is eligible to receive this payment one (1) time per calendar year; and

WHEREAS, Personnel Policy 5.3 Vacation Time, currently specifies that employees may carry over up to ten (10) days of vacation from one (1) year to the next not to exceed ten (10) days, according to their normally scheduled bi-weekly hours; and

WHEREAS, due to the current public health crisis, and the realized and anticipated reduction in sales tax revenues and anticipated cash flow issues, the County finds it prudent to temporarily suspend the provisions of the Vacation Time Policy allowing for the employee to elect, upon completion of five (5) and fifteen (15) years of continuous service, to receive monetary payment for their earned vacation accrual; and

WHEREAS, due to the proposed temporary suspension of the provisions of the Vacation Time policy stated in the preceding paragraph, the County finds it prudent to temporarily allow employees to increase the carryover of vacation from one (1) year to the next from up to ten (10) days of vacation to up to fifteen (15) days of vacation, according to their normally scheduled bi-weekly hours, not to exceed fifteen (15) days; and

Resolution

FI-R-0417-20

NOW, THEREFORE BE IT RESOLVED, that the Personnel Policy 5.3 Vacation Time, Procedures 4, is temporarily revised to hereby suspend the employee's ability to elect and to receive, monetary payment for their earned vacation accrual upon completion of five (5) and fifteen (15) years of continuous service;

NOW, THEREFORE BE IT RESOLVED, that the Personnel Policy 5.3 Vacation Time, Procedures 5, is temporarily suspended as an employee's ability to elect to sell vacation time is temporarily suspended; and

NOW, THEREFORE BE IT RESOLVED, that the Personnel Policy 5.3 Vacation Time, Procedures 3, is temporarily revised to hereby allow employees to carry over up to fifteen (15) days of vacation from one (1) year to the next not to exceed fifteen (15) days, according to their normally scheduled bi-weekly hours, that may be used any time prior to December 31, 2021; and

NOW, THEREFORE BE IT RESOLVED, that under no circumstances will an employee be allowed to carry over more than fifteen (15) days of vacation from calendar year 2020 to calendar year 2021; and

NOW, THEREFORE BE IT RESOLVED, that the Personnel Policy 5.3 Vacation Time, Procedure 8, is temporarily revised to hereby allow that upon separation, employees will receive monetary compensation for all earned vacation time which consists of the number of vacation days currently accrued based on the employee's years of service and a maximum of 15 days of banked vacation time. According to the policy, this amount shall not exceed a maximum of 40 days. Employees will receive any earned vacation payout on their last paycheck.

NOW, THEREFORE BE IT RESOLVED, that this Temporary Personnel Policy Revision shall become retroactively effective on July 8, 2020 upon County Board approval, and shall expire on December 1, 2021; and

NOW, THEREFORE BE IT RESOLVED, that upon expiration of this Temporary Revision, that the Personnel Policy 5.3 Vacation Time, Procedures 3, 4, 5 and 8, shall revert back to the provisions as previously existed immediately preceding the approval of this Temporary Revision; and

NOW, THEREFORE BE IT RESOLVED, this temporary change in policy shall not apply to County employees that have submitted a written notice of their intent to retire or voluntarily terminate employment with DuPage County, and all current applicable County Board policies related to payout of accrued vacation time shall still be in effect as to those County employees that have submitted a written notice of their intent to retire or voluntarily terminate employment with DuPage County; and

Resolution

FI-R-0417-20

NOW, THEREFORE BE IT RESOLVED, that in order to respond appropriately to the anticipated reduction in sales tax revenues and other revenue sources, the DuPage County Elected Officials and various DuPage County Collective Bargaining Units are strongly encouraged to adopt this same Resolution temporarily suspending the practice of selling vacation time for monetary compensation; and

BE IT FURTHER RESOLVED that the County Clerk be directed to transmit copies of this Resolution to the Auditor, Treasurer, State's Attorney, Sheriff, County Clerk, Clerk of the Circuit Court, Chief Judge, Coroner, Finance Department, Human Resources Department, Chief of Administration and one copy to the County Board.

Enacted and approved this 14th day of July, 2020 at Wheaton, Illinois.



DANIEL J. CRONIN, CHAIRMAN  
DU PAGE COUNTY BOARD

Attest:



JEAN KACZMAREK, COUNTY CLERK

AYES 17  
NAYS 0  
ABSENT 1