



Lake County Illinois

Legislation Text

File #: 16-0413, **Version:** 1

Resolution amending the Lake County Employee Policies and Procedures section 4.2, Vacation Time.

- The County recognizes the need to establish standards for the accrual of paid vacation time rules.
- It is recommended that the minimum hours a part-time employee is scheduled to work in order to accrue vacation time be increased from 12 to 20 hours per week.
- Monthly accruals for part-time employees will no longer be based on worked hours; the method will be based on scheduled hours.
- Currently, employees with a break in service of 30 months or less may return to work and have their previous vacation accrual rate restored. The amendment proposes to decrease that from 30 months to 6 months.
- The County Administrator can authorize higher accrual levels for employees hired into pay grades K/M 9 and above.