



# Lake County Illinois

## Legislation Text

**File #:** 17-1059, **Version:** 1

Resolution allowing salaried employees to cash in up to three sick leave days to receive a full pay check on March 9, 2018, in conjunction with the implementation of a hold back payroll cycle.

- The current manner in which payroll is processed for salaried Lake County employees provides pay for time worked up to, and including, the pay date. This system is referred to as 'paid-to-date'.
- The 'paid-to-date' cycle is difficult to manage and is not an industry standard or best practice.
- Lake County will replace the current 'paid-to-date' cycle with a 'hold back' cycle during the pay period beginning on February 24, 2018.
- The implementation of the "hold back" cycle will require the February 24, 2018 pay period to be shorten from 10 work days to five work days.
- Salaried Lake County employees will need to cash in benefit time to receive a full pay check for the February 24, 2018 pay period.
- Lake County's current practice allows employees who move from a salaried to an hourly position to cash in benefit time, excluding sick time; given this special circumstance, affected employees will be granted the option of using three sick leaves days so he/she can receive a full paycheck for the transition payroll cycle.

### RESOLUTION

**WHEREAS**, the current manner ('paid to date') in which payroll is process for salaried Lake County provides pay for time worked up to, and including, the pay date. and

**WHEREAS**, 'paid-to-date' cycle is difficult to manage and is not an industry standard or best practice; and

**WHEREAS**, Lake County will replace the current 'paid-to-date' cycle with a 'hold back' cycle during the pay period beginning on February 24, 2018.

**WHEREAS**, affected employees may cash in up to three sick leave days and any other accrued benefit time to receive a full pay check on March 9, 2018; and

**WHEREAS**, the implementation of the "hold back" cycle will require the February 24, 2018 pay period to be shorten from 10 work days to five work days.

**WHEREAS**, salaried Lake County employees will need to cash in benefit time to receive a full pay check for the February 24, 2018 pay period; and

**WHEREAS**, Lake County's current practice allows employees who move from a salaried to an hourly position to cash in benefit time, excluding sick time; given this special circumstance, affected employees will be granted the option of using three sick leaves days so he/she can receive a full paycheck for the transition payroll cycle.

**NOW, THEREFORE, BE IT RESOLVED**, that the Lake County Board authorizes the Human Resources Department to allow salaried employees to cash in up to three sick leave days during the “hold back” transition pay period, beginning on February 24, 2018.

**DATED, at Waukegan, Lake County, Illinois** on October 10, 2017.