**Memorial Park District**

**Vacation & Sick Pay Policy**

**Full Time Employees**

Employees scheduled to work 35 hours per week, year-round are considered to be “Full Time” and accrue Vacation and Sick Days as follows.

**Vacation Days:**

Following completion of a 90 -day probationary period, employee will earn 7 vacation days.Following completion of 1 year of employment - 10 days (Additional 3 days = total of 10

Following completion of 2 years of employment - 12 days

Following completion of 3 years of employment - 15 days

Following completion of 6 years of employment – 20 days

Following completion of 20 years of employment – 25 days

**\*\*\*\* An additional 5 days will be earned for every additional 5 years of employment after 25 years.**

Following completion of 1 year of employment, vacation days becomeeffective each **May 1st and must be used by April 30th** of the following year.

**Employee may bank up to, but no more than 20 Vacation days.**

**Sick Days:**

Following completion of a 90 - day probationary period, employee will earn 5 sick days.

Following completion of 2 year of employment – 7 days

 Following completion of 3 years of employment – 10 days

Following completion of 5 years of employment – 15 days

Following completion of 90-day probation, sick days become effective each May 1st and expire April 30th of the following year. Any employee with unused sick days as of April 30th will be compensated for days at the rate of ½ pay or Employee may bank up to, but no more than 15 sick days for emergency use.

**Revised & Approved by Board March 15, 2022**

**Effective May 1, 2022**

**Memorial Park District**

**Vacation & Sick Pay Policy**

**Part Time Employees**

For the purposes of this policy, employees scheduled to work at least 20 hours on a regular basis, year-round are considered to be “Part Time” and eligible to accrue Vacation and Sick Days as follows:

**Vacation Days**

Following completion of a 90 -day probationary period, employee will earn 5 vacation days.

Following completion of 2 years of employment – 8 days

Following completion of 3 years of employment – 10 days

“Day” is equivalent to the number of hours the eligible part-time employee is normally scheduled to work on the day taken as a vacation day.

Following completion of 1 year of employment, vacation days become effective each May 1st and must be used by April 30th of the following year.

**Sick**

Following completion of a 90 -day probationary period, employee will earn 3 sick days.

Following completion of 1 year of employment – 5 days total

“Day” is equivalent to the number of hours the eligible part-time employee is normally scheduled to work on the day taken as a sick day.

Following completion of 1 year of employment, sick days become effective each May 1st and must be used by April 30th of the following year.

**Holiday Pay**

If a Park District Holiday falls on an eligible part-time employees regularly scheduled day, they will be paid for the number of hours normally scheduled for that day.

Eligible part-time employees working a Park District Holiday will be entitled to paid time off equal to the number of hours worked. A supervisor may, at their discretion, award pay for hours worked at 1 ½ times the employee’s rate of pay in lieu of the foregoing.

Year- round part-time employees who work a minimum of twenty hours per week are considered “benefit eligible” and earn vacation with pay as follows:

90-day probation 5 days annually

1 through 2 years of service 8 days annually

Three years and over – 10 days annually

Vacation days Renew each May 1st and must be used within the fiscal year following accrual.

**Sick Time:**

Full time employees following completion of their probationary period, will earn 1 paid sick day for every three months worked during the first year of employment (maximum of 4 days)

Following completion of a 90 - day probationary period, employee will earn 5 sick days.

One through three years of service – 5 days

Four years through five years of service – 7 days

Six years and over – 10 days

Year-round part-time benefit eligible employees who work a minimum of twenty hours per week earn sick time with pay as follows:

90-day probation 3 days

One year of service – 5 days

 Retirement Benefits:

Any Employee that plans on retiring must inform their immediate Supervisor **1 year prior to their last working day for the purpose of training a replacement.**

The District is a participant in the Illinois Municipal Retirement Fund (IMRF).

More detailed information regarding the IMRF program is available upon request at the payroll office.

**Insurance Benefits- Medical/Dental/Life/Disability**

The District offers medical, dental, life and short- term disability insurance benefits to eligible employees, their spouses, and children. Employees are required to pay a portion of the premium for these insurances.

More detailed information is set forth in the official plan documents and insurance policies. For more information regarding the insurance benefits, contact the Insurance Coordinator.

**Revised & Approved by Board March 15, 2022**

**Effective May 1, 2022**