

**VILLAGE OF CHENEQUA
RESOLUTION NO. 2024-09-09-01**

**RESOLUTION UPDATING PERSONNEL POLICIES AND PROCEDURES MANUAL,
CHAPTER 5, APPROVED ABSENCES, SECTION 4, SICK LEAVE USE FOR
IMMEDIATE FAMILY**


WHEREAS, the Village of Chenequa (“Village”) Board finds that it is desirable to update the current Personnel Policies and Procedures Manual, Chapter 5, Approved Absences, Section 4, Sick Leave Use for Immediate Family, D, Limitations.

- (2) Sick leave benefits may be used for a serious illness of the immediate family or birth / adoption of a child when it can be clearly shown that an employee is required, and not to exceed eight days per calendar year, which will be deducted from accumulated balance of the employee’s sick days. Approval for this benefit is to be granted by the employee’s supervisor. Time in excess of this amount may only be taken in an extreme cases and when directly approved by the Village Administrator.

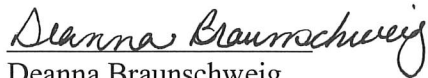
NOW THEREFORE, BE IT RESOLVED, that the Village hereby adopts the update of the current Personnel Policies and Procedures Manual, Chapter 5, Approved Absences, Section 4, Sick Leave Use for Immediate Family, D, Limitations.

Adopted this 9th day of September 2024.

VILLAGE OF CHENEQUA

By: 
Jo Ann F. Villavicencio
Village President

Attest:


Deanna Braunschweig
Village Clerk-Treasurer