

**VILLAGE OF CHENEQUA
RESOLUTION NO. 2026-1- 12-01**

**RESOLUTION REGARDING PAYOUT OF ACCUMULATED LEAVE TIME
UPON SEPARATION FROM VILLAGE SERVICE**

WHEREAS, the Village of Chenequa (“Village”) provides vacation and other leave time for its regular employees, which accumulates as a credit to the employee over time; and

WHEREAS, upon separation from employment, the Village Personnel Policy permits employees who separate from Village service to be paid for accrued accumulated leave time at their then-current rate of pay; and

WHEREAS, to maintain fairness to other employees, the Village determines that it is necessary to clarify that employees who separate from employment under negative circumstances should not receive payouts for accrued vacation and compensatory time;

NOW THEREFORE, BE IT RESOLVED, in consideration of the foregoing, for purposes of administering the Village’s benefits, the following change is made to the Village Personnel Policy:

The Village of Chenequa Personnel Policy is hereby amended as follows:

Chapter 3-3, Subsection 1.D. is amended by removing the following sentence:

An employee who has been dismissed shall be paid for his or her accrued but unused vacation time available for use.

Chapter 3-3, Section 2, is hereby created to read in its entirety as follows:

Section 2. Benefits upon Termination of Employment.

Notwithstanding the general policy regarding payout upon separation from employment with the village, the following separations from employment disqualify the employee from receiving payout:

- employees who are terminated from employment by the village (other than through layoff);
- employees who fail to provide adequate notice of resignation (minimum 2 weeks); and
- employees who resign employment in lieu of termination or who, following resignation, are determined to have engaged in misconduct which would have resulted in termination of employment.

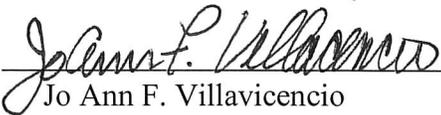
The village, in its sole and absolute discretion, shall decide whether an employee’s separation disqualifies the employee from receiving a payout of accrued but unused vacation under this policy.

[CONTINUED ON FOLLOWING PAGE]

The Village Administrator shall be authorized to take all actions required to effectuate the purposes of this Resolution, including updating the Village's Personnel Policies and Procedures Manual. This Resolution is intended to wraparound the Plan and is not intended to otherwise modify or amend the Plan in any manner.

Adopted this 12th day of January, 2026.

VILLAGE OF CHENEQUA

By: 
Jo Ann F. Villavicencio
Village President

Attest:


Pamela Little
Village Clerk-Treasurer

Date Adopted: January 12, 2026

Date Posted: January 13, 2026