

**RESOLUTION NO. 24 - \_\_\_\_\_**

**A RESOLUTION  
OF THE CITY OF NAPERVILLE  
REMOVING ELIMINATION PERIODS FROM TIME OFF PLANS**

**Recitals**

1. **WHEREAS**, the City of Naperville's Employee Personnel Manual (EPM) requires that City employees on the TOP and PTO-11 time off plans may only use sick leave after an elimination period of, generally, two days and one day, respectively; and
2. **WHEREAS**, in December of 2021, while continuing to address COVID exposures and absences, a temporary waiver of the elimination period was implemented and communicated to encourage employees to stay home when sick; and
3. **WHEREAS**, since that time there has been no evidence to indicate that the waiver of the elimination period has resulted in the misuse of sick leave; and
4. **WHEREAS**, in order to maintain a healthy workforce, the City continues to encourage employees not to come to work when sick; and
5. **WHEREAS**, removal of the requirement that employees may only use sick leave after an elimination period will allow employees to appropriately access their available sick leave accruals when needed versus coming in to work when sick to avoid utilizing PTO leave accruals that is meant for vacations and planned absences; and
6. **WHEREAS**, Section 1-7-5 of the Naperville Municipal Code states, in part, that the regarding leave regulations, the City Manager shall present to the City Council personnel rules and regulations to be adopted by resolution by the City Council; and
7. **WHEREAS**, the City Manager and the City's HR Director recommend City Council adopt a resolution approving the removal of elimination periods from the City of Naperville's employee TOP and PTO-11 time off plans.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NAPERVILLE, DUPAGE AND WILL COUNTIES, ILLINOIS, in exercise of its home rule authority that:**

**SECTION 1:** The foregoing Recitals are hereby incorporated in this Section 1 as though fully set forth herein.

**SECTION 2:** Having been presented with the recommendation from the City Manager and the City’s HR Director to remove elimination periods from the City of Naperville’s employee TOP and PTO-11 time off plans, the City Council hereby agrees with said recommendation and adopts this Resolution approving the removal of elimination periods from the City of Naperville’s employee TOP and PTO-11 time off plans.

**SECTION 3:** Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Resolution are, to the extent of the conflict, expressly repealed on the effective date of this Resolution.

**SECTION 4:** This Resolution shall be in full force and effect from and after its approval.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

AYES:

NAYS:

ABSENT:

APPROVAL this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Scott A. Wehrli

Mayor

ATTEST:

\_\_\_\_\_  
City Clerk