

# PROPOSED AMENDMENTS TO CHAPTER V OF THE CODE OF THE CHICAGO PARK DISTRICT

## EXHIBIT A

### CHAPTER V. - PERSONNEL<sup>1</sup>

#### Section B. - Leaves<sup>6</sup>

##### B. 2. Sick Leave

##### b. Taking Vacation Leave<sup>11</sup>

Vacation leave may be taken only upon approval in advance by the office, department or division head (or, where leave is requested by an office/department/division head, the General Superintendent). Each office/department/division head shall develop regulations as to the appropriate advance notice to be required in that office/department/division for each position. Vacation leave may be taken in increments of not less than one-half workday after the Employee has been employed by the Park District for ~~90-days~~six months. In the event a Park District approved holiday occurs during the period when an Employee is taking approved vacation leave, such holiday shall be considered as a holiday and not counted as part of the Employee's vacation leave. Employees may not take vacation leave before it is earned. Employees shall request vacation leave as far in advance as reasonably possible. Request for vacation leave may be denied by the office/department/division head if such absence would adversely affect and interfere with the orderly performance and continuity of Park District services. When it is determined that a previously approved vacation would adversely affect and interfere with the orderly performance and continuity of Park District services, the Park District may cancel and reschedule any or all approved vacation leaves in advance or in the course of their being taken. To the extent that sick leave may be exhausted, an Employee may request and use vacation leave for purposes other than taking a vacation.

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<sup>6</sup> Amended 3-8-1976; 1-24-1978; 6-27-1978; 3-24-1981; 4-26-1983; 1-21-1998; 1-28-2009; 12-14-2022

<sup>11</sup> Amended 3-28-1989; 4-6-1990; 12-14-2022

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### B. 7. Personal Leave<sup>20</sup>

#### b. Taking Personal Leave.<sup>21</sup>

Personal leave may be taken only upon approval in advance by the office/department/division head (or, where leave is requested by an office/department/division head, the General Superintendent). Personal leave may be taken in increments of not less than one-half workday after the Employee has been employed by the Park District for ~~90-days~~six months. Employees may not take personal leave before it is earned. Employees shall request personal leave as far in advance as reasonably possible. Request for personal leave may be denied by the office/department/division head if such absence would adversely affect and interfere with the orderly performance and continuity of Park District services. When it is determined that previously approved personal leave would adversely affect and interfere with the orderly performance and continuity of Park District services, the Park District may cancel and reschedule any or all approved personal leaves in advance or in the course of their being taken.

### B. 10. Victims' Economic Security and Safety Act ("VESSA")<sup>25</sup>

In accordance with VESSA (820 ILCS 180/1 et seq.), all Park District Employees are eligible to take VESSA leave beginning on the first day of employment. Employees may take VESSA leave from work if the ~~employee~~Employee or ~~employee's~~Employee's family or household member is experiencing an incident of domestic violence, sexual violence, stalking, ~~or~~ gender violence, or any other crime of violence, or to address domestic violence, sexual violence, stalking, or gender violence, or any other crime of violence for one or more of the following reasons:

- a. Seek medical attention for, or recovery from, physical or psychological injuries caused by domestic violence, sexual violence, stalking, gender violence, or any other crime of violence to the Employee or the Employee's family or household member;
- b. Obtain services from a victim services organization for the Employee or the Employee's family or household member;
- c. Obtain psychological or other counseling for the Employee or the Employee's family or household member;
- d. Participate in safety planning, including temporary or permanent relocation (subject to residency requirements) or other take other actions to increase the safety of the Employee or the Employee's family or household member from future

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<sup>20</sup> Amended 6-27-1978; 3-28-1989

<sup>21</sup> Amended 3-28-1989; 4-6- 1990

<sup>25</sup> Added 1-28-2009

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domestic violence, sexual violence, stalking, gender violence, or any other crime of violence or ensure economic security~~domestic or sexual violence~~; or

e. Seek legal assistance or remedies to ensure the health and safety of the Employee, Employee's family or household member, including preparing for or participating in legal proceedings related to or derived from domestic violence, sexual violence, stalking, gender violence, or any other crime of violence~~the violence~~.

f. Attend the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence.

g. Make arrangements necessitated by the death of a family or household member, who is killed in a crime of violence.

h. Grieve the death of a family or household member who is killed in a crime of violence.

For circumstances outlined in Section B.10 (a)-(e) above, an Eligible Employee can take up to twelve (12) weeks unpaid leave in a rolling twelve (12) month period. For circumstances outlined in Section B.10 (f)-(h) above, an Eligible Employee can take up to two (2) weeks unpaid leave. These two (2) weeks unpaid leave must be taken within sixty (60) days after the Employee receives notice of the death of the family or household member who is killed in a crime of violence. This benefit may not be used in addition to any bereavement leave.

If the employee is eligible for and the reason for the leave also qualifies for FMLA, the leaves will run concurrently. While on unpaid leave pursuant to VESSA, an Employee will not accrue additional vacation or sick time. An Employee may, but is not required to, use any accrued allowable paid leave during VESSA leave. ~~The Park District requires that its Employees use all of their accrued sick (SP), personal (PD), vacation (V) time, and compensatory (F) time concurrently with their VESSA Leave,~~ Employees on short term disability (S-time) or work-related injury (I-time) will have their leave run concurrently with their VESSA leave.

All requests for VESSA Leave should be directed to the Employee's Region Human Resources Manager. The Park District requires that an Employee provide certification that VESSA leave is being requested for one of the purposes enumerated above.