

VILLAGE OF DAKOTA
STEPHENSON COUNTY, ILLINOIS
ORDINANCE NO. 2026-0601

AN ORDINANCE IMPLEMENTING A PAID LEAVE POLICY
FOR EMPLOYEES OF THE VILLAGE

ADOPTED BY THE
VILLAGE BOARD
OF THE
VILLAGE OF DAKOTA, ILLINOIS
THIS 1st DAY OF June, 2026

Published in pamphlet form by authority of the
Village Board of Trustees of the Village of Dakota,
Stephenson County, Illinois, this
1st day of June, 2026.

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FOR EMPLOYEES OF THE VILLAGE**

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/1-2-1, provides that the corporate authorities of each municipality may pass all ordinances and make all rules and regulations proper or necessary, to carry into effect the powers granted to municipalities, with such fines or penalties as may be deemed proper; and

WHEREAS, the Village of Dakota is a non-home rule Illinois municipality pursuant to the Constitution of the State of Illinois of 1970, as amended; and

WHEREAS, the Village currently maintains a paid leave policy for its employees, but wishes to enact a written policy which ensures compliance with the Illinois Paid Leave for All Workers Act (820 ILCS 192/1 *et seq*) (the "Act"); and

WHEREAS, the Village Board believes that it is appropriate, necessary and in the best interests of the Village and its residents, that the Village enact a policy in the form attached hereto as Exhibit A in order to ensure continued compliance with the Act; and

NOW, THEREFORE, be it ordained, by the Board of Trustees of the Village of Dakota, Illinois as follows:

Section 1. Incorporation of Recitals. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Adoption of Paid Leave Policy. The paid leave policy set forth in Exhibit A attached to this Ordinance shall be the formal policy for the Village from and after the date of enactment hereof.

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or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 4. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid application or provision, and each invalid provision or invalid application of this Ordinance is severable.

Section 5. Headings/Captions. The headings/captions identifying the various sections and subsections of this Ordinance are for reference only and do not define, modify, expand or limit any of the terms or provisions of the Ordinance.

Section 6. Publication. The Clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ILCS 5/1-2-4.

PASSED THIS 1st day of June, 20 26.
AYES: 4
NAYS: 0
ABSTENTIONS: 0
ABSENT: 1

APPROVED THIS 1st day of June, 20 26.

Jon Klavy
Mayor/Village President/Town President

ATTEST: Mickey Hall
Clerk



VILLAGE OF DAKOTA, ILLINOIS

PAID LEAVE POLICY

Overview

The Illinois Paid Leave for All Workers Act (820 ILCS 192) (PLFAW), effective January 1, 2024, provides paid leave for Illinois workers to maintain their health and well-being, care for their families, or use for any other reason of their choosing. Eligible employees are entitled to earn and use up to 40 hours of paid leave each academic year. Employees must be scheduled to work in order to use Paid Leave for All Workers leave.

Reasons for Usage

Paid Leave for All Workers leave may be taken by an employee for any reason of the employee's choosing. Employees are not required to provide a reason for using the leave.

Accrual

Eligible employees who accrue PLFAW will be allowed to carry over unused PLFAW to the next calendar year, subject to the following:

- The amount carried over may not exceed forty (40) hours.
- Employee use is limited to only forty (40) hours each academic year.
- Employees can use Paid Leave for All Workers leave in a minimum of two (2) hour increments.
- Employees who use PLFAW leave may not exceed their daily work schedule.
- If an employee's workday is less than two (2) hours in a given day, the employee's scheduled workday will be used to determine the amount of paid leave to accrue.

Denying Leave

The Paid Leave for All Workers Act allows employers to deny the use of leave in order to meet the employer's core operational needs for the requested time period. The specific reasons for being able to deny Paid Leave for All Workers are as follows:

- The employee does not qualify for or has exhausted their Paid Leave for All Workers leave.
- The employee is not scheduled to work during the period in which leave is being requested.
- The employee is needed to fulfill minimum established staffing requirements in order to meet a legal, contractual, or accreditation obligation.
- The employee's absence will have a significant impact on the delivery of a service that is critical to the health, safety, or welfare of the residents of the Village.

Other Provisions

Any unused PLFAW leave is forfeited and is not paid out when employment ends for any reason.

Employees using PLFAW leave are not required to search for or find a replacement worker to cover the hours during which the employee takes this leave.

The Village prohibits threatening to take or taking any adverse action against an employee because the employee (1) exercises rights or attempts to exercise rights under this Act, (2) opposes practices which the employee believes to be in violation of this Act, or (3) supports the exercise of rights of another under this Act. It is unlawful to consider the use of paid leave by an employee as a negative factor in any employment action that involves evaluating, promoting, or disciplining.

Requesting Leave

Employees should follow their departmental procedures to notify the Village President about their intent to use PLFAW leave.

An employee is not required to provide the reason for the leave, nor to provide documentation as proof or in support of the leave. Employees are required to request and record their leave usage. Employees may contact the Village President for instructions on how to record this leave.

If use of the leave is foreseeable, the employee should provide seven (7) days' notice to the Village President.

If the need to use the leave is not foreseeable, the employee should alert the Village President as soon as practicable.

Per Required Need Employees

The Village has positions which are only staffed on an "as needed" basis, with no regular hours, and therefore no meaningful "paid leave" can be provided to these employees. To equitably accommodate these positions, the Village will provide a year-end adjustment in an amount equal to the number of hours, rounded up, of accrued paid leave for which the employee would have been eligible under PLFAW based upon the number of hours actually worked during the preceding year, at the employee's regular hourly rate.

Said adjustment shall be payable at the same time as payment is made for the first pay period ending on or after December 31 in the calendar year for which the adjustment is being made.

By way of example, and not limitation, if an as-needed hourly employee making \$20/hour worked 125 hours in a particular year, said employee would be entitled to be compensated for $125/40 = 3.125$ hours. Rounding up, this is 4 hours * \$20.00 = \$80.00 additional compensation payable at year-end.