

**THORNTON TOWNSHIP
COOK COUNTY, ILLINOIS**

ORDINANCE NO. 25-005

**AN ORDINANCE AMENDING THORNTON TOWNSHIP'S PAID LEAVE POLICY
FOR PART-TIME AND SEASONAL EMPLOYEES OF THORNTON TOWNSHIP,
COUNTY OF COOK, STATE OF ILLINOIS.**

**ADOPTED BY THE
TOWNSHIP BOARD OF THORNTON TOWNSHIP**

**TIFFANY A. HENYARD, Township Supervisor
LORETTA C. WELLS, Township Clerk**

**CHRISTOPHER GONZALEZ
DARLENE GRAY EVERETT
CARMEN CARLISLE
STEPHANIE WIEDEMAN
Trustees**

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COUNTY OF COOK, STATE OF ILLINOIS.**

* * *

WHEREAS, Thornton Township, Cook County, Illinois (the "Township"), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et seq.* (the "Code"), and all laws amendatory thereto; and

WHEREAS, the Township Supervisor (the "Supervisor") and the Township Trustees (the "Trustees", and with the Supervisor, the "Township Board") are committed to (1) promoting the well-being and retention of its employees, (2) protecting the health and safety of its employees and the public, (3) promoting productivity and efficiency within Township government, (4) attracting skilled workers, and (5) ensuring compliance with the laws of the State of Illinois; and

WHEREAS, on or about March 12, 2023, Governor JB Pritzker signed into law the Paid Leave for All Workers Act, codified as 820 ILCS 192/1 *et seq.* (the "Act"), which took effect on January 1, 2024, and established statewide requirements mandating employers to provide paid leave to employees under specified conditions; and

WHEREAS, the Act exempts employers subject to a municipal or county ordinance, provided such ordinance was in effect before January 1, 2024; and

WHEREAS, on December 14, 2023, the Board of Commissioners of Cook County, Illinois adopted Ordinance No. 24-0583 (the “Ordinance”), which requires employers within Cook County to provide paid leave to employees under certain conditions consistent with the Act, while also tailoring the requirements to address the needs of Cook County residents and employees, and which took effect on December 31, 2023; and

WHEREAS, the Township’s current paid leave policy, which was approved on February 13, 2024, needs to be amended to address certain changes and updates to the ordinance approved by Cook County, and as required by the Act; and

WHEREAS, the Township seeks to amend its paid leave policy to enhance the benefits available to seasonal and part-time employees by ensuring they are entitled to paid leave at a rate of one (1) hour for every forty (40) hours worked, up to a maximum of forty (40) hours within a twelve-month period, aligned with the Township's fiscal year; and

WHEREAS, after due consideration, the Township Board believes and declares that it is in the best interests of the Township to amend the existing policy to provide enhanced paid leave benefits in accordance with the terms set forth in the new policy, attached hereto as Exhibit A and incorporated herein by reference (the “Paid Leave Policy”);

NOW, THEREFORE, BE IT ORDAINED by the Township Board of Thornton Township, Cook County, Illinois, as follows:

Section 1. Incorporation of Recitals. The foregoing recitals are hereby incorporated into and made a part of this Ordinance as findings of fact, as if fully set forth herein.

Section 2. Adoption of New Policy for Part-Time Employees. The Township Board hereby authorizes and adopts the Paid Leave Policy set forth in Exhibit A. The Township Human Resources Director, with the advice and approval of the Township Attorney, is authorized to

approve and implement minor modifications to Exhibit A as may be necessary to ensure compliance with state and local laws and to address administrative needs.

Section 3. Implementation and Administrative Authority. The Township Supervisor or designee is authorized to execute all necessary documents and take actions to implement the Paid Leave Policy set forth in Exhibit A. The Township Clerk is authorized to attest, countersign, and affix the Township Seal to required documentation and ensure compliance with publication and notice requirements. Township officers, employees, and agents are further authorized to issue forms and communications necessary to implement this Ordinance.

Section 4. Repeal. This Ordinance repeals Ordinance No. 24-001, which established the previous paid leave policy for part-time and seasonal employees. All provisions of those ordinances are nullified, and this Ordinance supersedes and replaces them.

Section 5. Retroactive Application. This Ordinance shall be retroactive to December 31, 2023, ensuring that the new Paid Leave Policy applies to all eligible part-time and seasonal employees as of that date.

Section 6. Severability. If any provision, clause, sentence, or application of this Ordinance is found to be unconstitutional, invalid, or unenforceable by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application. The provisions of this Ordinance are declared to be severable.

Section 7. Publication and Effective Date. The Township Clerk is directed to publish this Ordinance in pamphlet form as required by law. This Ordinance shall be in full force and effect following its passage, approval, and publication in accordance with law.

PASSED by the Township Board of Thornton Township, Cook County, Illinois, on the 20th day of March, 2025, by the following roll-call vote:

Gonzalez: yes
Gray Everett: Absent
Carlisle: Yes
Wiedeman: Yes
Supervisor Henyard: Absent

APPROVED this 20th day of March, 2025.



Tiffany A. Henyard
Township Supervisor

ATTEST:



Loretta C. Wells
Township Clerk

COUNTY OF COOK)
) SS
STATE OF ILLINOIS)

CLERK'S CERTIFICATE

I, Loretta C. Wells, certify that I am the elected and duly qualified Clerk of Thornton Township, Cook County, Illinois (the "Township") and, as such, I am the keeper of the records and files of the Township and its Supervisor and Trustees (collectively, the "Township Board"). I further certify as follows:

Attached to this Certificate is a true, correct and complete copy of Township Ordinance No. 25-____, entitled:

AN ORDINANCE AMENDING THORNTON TOWNSHIP'S PAID LEAVE POLICY FOR PART-TIME AND SEASONAL EMPLOYEES OF THORNTON TOWNSHIP, COUNTY OF COOK, STATE OF ILLINOIS.

This Ordinance was passed and approved by the Township Board at a duly noticed meeting held on the 20th day of March, 2025. I do further certify that a quorum of said Township Board was present at said meeting, and that the Township Board complied with all the requirements of the Illinois Open Meetings Act in connection with said meeting.

20th Given under my hand and official seal at Thornton Township, Cook County, Illinois, this day of March, 2025.



Loretta C. Wells
Township Clerk

(SEAL)

Paid Leave Policy

PURPOSE: Thorton Township ("Township") believes it is in the best interests of employees and the community that it clearly defines leave benefits for all Township employees in light of the passage of the Paid Leave for All Workers Act ("Act"), 820 ILCS 192/1 *et seq.*, and the Cook County Paid Leave Ordinance ("Cook County Ordinance"), Ordinance No. 24-0583.

COVERAGE: This Paid Leave Policy ("Policy") shall apply to all part-time and seasonal employees who currently do not receive any paid time off from the Township. This Policy is not applicable for all other employees who currently receive paid time off from the Township (*e.g.*, paid vacation or personal days) in accordance with other Township policies or practices.

POLICY: All eligible part-time and seasonal employees shall be entitled one (1) hour of paid leave for every forty (40) hours worked, up to a maximum of forty (40) hours within a twelve-month period, aligned with the Township's fiscal year.

This paid time off shall be front-loaded on an employee's first date of employment or on the first day of each 12-month period. Carryover of any unused paid time off shall not be allowed. Additionally, if an employee leaves the Township's employment for any reason (*i.e.*, resignation, retirement or termination), then that employee is not entitled to a payout of any unused paid time off.

Paid time off may only begin to be used ninety (90) days after December 30, 2023, or ninety (90) days after an employee first begins his or her employment with the Township. Paid time off requests must be taken for a minimum of two (2) hour increments and up to the full amount of paid leave each employee is entitled to during a 12-month period.

An Employee is required to notify his or her direct supervisor at least seven (7) calendar days in advance before taking any such paid leave. If prior notification is not possible, then the employee shall notify his or her direct supervisor as soon as practicable.

The Township may deny an employee's request to use paid leave if granting leave would significantly impact business operations. The following is an illustrative (not exhaustive) list of reasons why requests to use paid leave may be denied: 1) Staffing would fall below minimum levels necessary to provide effective public service; 2) Emergency circumstances exist requiring employee attendance; or 3) Employee absence would hamper the Township's ability to meet critical workflow obligations or deadlines.

The paid time off shall be paid at the employee's "regular rate of pay" as determined by the Township's Payroll Department.