

ORDINANCE NO. 1053

AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO PERSONNEL CODE TO ESTABLISH A PAID LEAVE FOR ALL WORKS POLICY

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MACKINAW:

SECTION 1: Chapter 33: Personnel Code of the Village Code of the Village of Mackinaw is hereby amended by adding §33.27 Paid Leave for All Workers:

§33.27 – Paid Leave for All Workers:

Earning Paid Leave Time – On and after January 1, 2024, all Village employees not eligible for holiday, vacation, sick and personal time leave shall earn paid leave at a rate of one hour of paid leave for every 40 hours worked up to a maximum of 40 hours of paid leave. Paid leave not used in a calendar year may be carried over to the following year but accrued paid leave may never exceed 40 hours.

Use of Paid Leave - Employees may begin to use paid leave 90 days after beginning employment. Employees working for the Village on January 1, 2024 may begin to use paid leave on or after March 30, 2024. Paid leave may be taken in periods of time increments not less than 2 hours.

Employee may take paid leave for any reason of employee's choosing. An employee is normally expected to provide 7 calendar days advance notice to their supervisor or to the Village Clerk identifying the date and time off work and the date and time returning to work. If paid leave use is not foreseeable, the employee shall provide notice as soon as is practicable.

Supervisors – A supervisor shall not request a reason for why an employee desires use of any leave. A supervisor may not require, as a condition of providing paid leave, a requirement that the employee shall search for or find a replacement worker to cover paid leave time off. A supervisor shall not threaten or take any adverse action against the employee who exercises rights un the PAID LEAVE FOR ALL WORKERS ACT. Use or promotion of paid leave shall not be a negative factor in any employment action that involves evaluating, promoting, or disciplining an employee.

No payment on Termination – Upon an employee's employment termination from the village following an employee's termination, resignation, or other separation, no compensation is due to the employee from the Village for accrued paid leave time not used upon termination.

Record Keeping – The Village Clerk shall make and preserve records documenting hours worked, paid leave and taken, and the remaining paid leave balance for the employee.

SECTION 2: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 3: This Ordinance shall take effect on January 1, 2024 and will be published 10 days prior as provided by law.

SECTION 4: Ordinance No. 513 of the Village of Mackinaw, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 513 shall remain in force and effect except as modified by this Ordinance.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Mackinaw at a duly held meeting on the _____ day of _____, 2023.

APPROVED: _____

President of the Board of Trustees of
The Village of Mackinaw

ATTEST: _____

Village Clerk

AYES: _____

NAYES: _____

ABSENT: _____