

WARREN-NEWPORT PUBLIC LIBRARY DISTRICT  
LAKE COUNTY, ILLINOIS

RESOLUTION 2022/2023-1

RESOLUTION AUTHORIZING TEMPORARY ALLOCATION OF PAID  
SICK LEAVE FOR PART-TIME EMPLOYEES

**WHEREAS**, the Warren-Newport Public Library District (“Library”) is a public library district organized under the Public Library District Act of 1991; and

**WHEREAS**, Coronavirus Disease 2019 (“COVID-19”), a contagious respiratory illness that can spread from person to person, is currently being reported in the United States; and

**WHEREAS**, the Library, in the interest in reducing the spread of the virus that causes COVID-19, encourages all employees who are sick to stay home; and

**WHEREAS**, part-time Library employees, defined as working no more than 19.75 hours per week averaged over a 12-month period, do not receive sick leave allowance; and

**WHEREAS**, to encourage part-time Library employees to stay home when sick, the Library wishes to provide a temporary allowance of paid sick leave for these employees.

**NOW, THEREFORE, BE IT RESOLVED** by the Warren-Newport Public Library District’s Board of Trustees, Lake County, Illinois:

**SECTION 1:** A two-week pro-rated paid sick leave allowance based on the employee’s regularly scheduled work week (“Temporary Leave”) will be available to all part-time Library employees beginning August 16, 2022, through February 28, 2023. Any Temporary Leave not used through February 28, 2023, will expire on March 1, 2023, unless extended by the Library Board of Trustees.

**SECTION 2:** Employees eligible for sick leave benefits per Personnel Policy 307 Sick Leave Benefits who exhaust all their accrued sick leave during the period August 16, 2022, through February 28, 2023, may receive an advance of their future sick leave allowance not to exceed two weeks.

**SECTION 3:** Temporary Leave is subject to same provisions of Personnel Policy 307 Sick Leave Benefits.

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**SECTION 4:** Accrued sick leave or Temporary Leave may also be used through February 28, 2023, if employee, or minor child or elderly relative of the employee, is under quarantine or in isolation at home at the direction of public health officials; or an employee has a minor child whose school has been closed due to COVID-19.

**SECTION 5:** Library administrative staff will track the amount of Temporary Leave taken during this period and report to the Library Board of Trustees at its September, October, November, December, and January Regular Meetings.

**SECTION 6:** This resolution is effective immediately on the date of its passage.

**ADOPTED** this 16<sup>th</sup> day of August 2022, pursuant to a roll call vote as follows:

**AYES:**

**NAYS:**

**ABSENT OR ABSTAIN:**

**ATTEST:**

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Jo Beckwith, President  
Board of Trustees of the  
Warren-Newport Public Library District

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Bonnie Sutton, Secretary  
Board of Trustees of the  
Warren-Newport Public Library District

(SEAL)