

RESOLUTION NUMBER: 2026-21

**A RESOLUTION OF THE VILLAGE OF POPLAR GROVE, ILLINOIS APPROVING
THE EMPLOYEE HANDBOOK**

WHEREAS, the Village of Poplar Grove, Illinois (“Village”) has recently completed significant revisions to its Employee Handbook establishing the rules, policies and procedures for employees in the Village; and

WHEREAS, The Village now wishes to add a provision for pay transparency and equal pay compliance in an effort to comply with the Equal Pay Act (820 ILCS 112/et.seq.); and

WHEREAS, the Village now wishes to enact a policy for inclement weather; and

WHEREAS, the Village now wishes to enact a policy for accommodations such as lactation in compliance with Nursing Mothers in the Workplace Act (820 ILCS 260/et.seq.); and

WHEREAS, the Village now wishes to add a provision to the leave of absence policies for neonatal intensive care unit leave in compliance with Family Neonatal Intensive Care Leave Act (820 ILCS 157/et.seq.); and

WHEREAS, the Village now wishes to adopt the revised Employee Handbook attached hereto as Exhibit A and incorporated herein.

NOW THEREFORE, BE IT RESOLVED by the Village Board of Trustees of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. The Village Board hereby accepts and approves the 2026 revisions to the Village of Poplar Grove’s Employee Handbook attached hereto as Exhibit A and incorporated herein.
3. The Village President is hereby authorized to execute this said resolution and any other documents necessary to effectuate the same.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2026

AS FOLLOWS:

VOTING “AYE”: _____

VOTING “NAY”: _____

ABSENT, ABSTAIN, OTHER

APPROVED _____, 2026

VILLAGE PRESIDENT

ATTEST:

VILLAGE CLERK

EXHIBIT A

VILLAGE OF POPLAR GROVE
EMPLOYEE HANDBOOK