

**RESOLUTION NUMBER: 2023-10**

**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 provide sick time and vacation time accrual for its part-time employees; and

WHEREAS, the Village now wishes to increase holidays by granting an additional day as a holiday, bringing the total number of paid holidays to 12; and

WHEREAS, the Village also wishes to make various other changes to the Employee Handbook regarding educational reimbursement and use of Village vehicles; 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 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 \_\_\_\_\_, 2023

AS FOLLOWS:

VOTING “AYE”: \_\_\_\_\_

\_\_\_\_\_

VOTING “NAY”: \_\_\_\_\_

\_\_\_\_\_

ABSENT, ABSTAIN, OTHER

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APPROVED \_\_\_\_\_, 2023

\_\_\_\_\_  
VILLAGE PRESIDENT

ATTEST:

\_\_\_\_\_  
VILLAGE CLERK

**EXHIBIT A**

**VILLAGE OF POPLAR GROVE**  
**EMPLOYEE HANDBOOK**