

limitations will be spelled out specifically and may not be deviated from. Any violation of this policy may result in disciplinary action up to and including termination.

Article 7: Retiree Benefits and Services

7.1 Illinois Municipal Retirement Fund (IMRF) Pension Upon Retirement

Tier 1: State law mandates that an employee must participate in IMRF for a minimum of 8 years to be eligible for retirement benefits.

Tier 2: State law mandates that an employee must participate in IMRF for a minimum of 10 years to be eligible for retirement benefits.

IMRF conducts workshops for members and provides individualized service when an employee is preparing for retirement or separation.

Article 8: Professional Development

8.1 Training and Career Opportunities

The Village encourages employees to identify and participate in professional development and training as needed and approved by department heads. In support of career development and opportunities, employees are encouraged to speak with the President regarding offerings.

8.2 Travel and Expense Reimbursement

Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations for expenses. In order to qualify for reimbursement, an employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.

An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report.

Meal costs shall be reimbursed only if they occur during attendance at an approved function where an employee attends on account of their employment with the Village.

Meal costs shall be reimbursed up to a maximum of \$55.00 per day.

Employees shall be reimbursed up to the \$55.00 per day, only upon presentation of the original meal receipt on a detailed expense report.

The Village will not reimburse the employee for any alcohol consumption expenses.

8.3 General Expenses

The Village will reimburse employees for all necessary expenditures or losses incurred within the employee's scope of employment that are directly related to services performed for the Village. "Necessary expenditures" is defined as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village.

Employees must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.

The Village will not reimburse employees for losses due to an employee's own negligence, normal wear, or losses due to theft unless the Village's negligence caused the theft.

Article 9: Approved Leaves of Absence

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9.1 Bereavement Leave

All employees shall be entitled to 10 work days (2 weeks) as bereavement leave to (a) attend the funeral or alternative to a funeral of an immediate family member; (b) make arrangements necessitated by the death of an immediate family member; (c) grieve the death of an immediate family member; or (d) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth. The first three (3) days of leave shall be granted without loss of regular straight time pay as paid bereavement time. Following the first three (3) days of leave, the remaining seven (7) days of leave will be unpaid, or, at the employee's election, will be deducted from the employee's accrued, but unused vacation time, if available. Any leave taken pursuant to this section after the employee's vacation time is exhausted shall be unpaid.

For purposes of this section, members of the immediate family include: an employee's child, including step- and adopted-children, spouse, domestic partner, siblings, including step- and half-siblings, parent, mother-in-law, father-in-law,