



Agenda Item Executive Summary

Item Name AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY Committee or Board Committee

BUDGET IMPACT

Amount:	N/A	Budgeted:	N/A
List what fund:	N/A		

EXECUTIVE SUMMARY

The attached ordinance updates the Village's Personnel Policy to incorporate two key changes. First, it permanently affirms the 30-minute paid lunch break, initially implemented on a trial basis, based on its demonstrated positive impact on employee morale and operations. Second, it formally adopts revisions to Section 11-4 (Holidays) and adds a new Section 11-15 (Sick and Vacation Time Donation Policy). The holiday section has been clarified to ensure consistency across departments and employee classifications. The new leave donation policy allows employees to voluntarily contribute accrued sick or vacation time to coworkers facing medical or personal hardships. While the lunch break and donation policy take effect immediately, the holiday policy updates will be implemented starting January 1, 2026, to allow for planning and budgeting.

ATTACHMENTS (PLEASE LIST)

Draft Ordinance
Updated Personnel Policy (Clean)
Updated Personnel Policy (Redline)

ACTION REQUESTED

- ☒ For Discussion Only
☐ Resolution
☒ Ordinance
☐ Motion:

MOTION: I MOVE TO APPROVE ORDINANCE 2025-__, AN ORDINANCE ADOPTING UPDATES TO THE PERSONNEL POLICY OF THE VILLAGE OF WINNEBAGO, ILLINOIS

Staff: Joseph Dienberg, Village Administrator Date: 5/7/2025