



**VILLAGE OF VILLA PARK**  
**Village Hall, Board Chambers**  
**20 South Ardmore Avenue**  
**Villa Park, IL 60181**

**Village Board of Trustees - Committee of the Whole**

**June 9, 2025**

**6:00 PM**

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Village President Kevin Patrick  
Village Clerk Rolf Laukant

Village Trustees Cari Alfano, Jorge Cordova, Tina Konstatos, Jack Kozar, Deepa Kumar and Khalid Sabri

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to 3 minutes.

- 1. Call to Order - Roll Call**
- 2. Pledge of Allegiance**
- 3. Discussion**
  - a. Parental Leave Policy Discussion
  - b. Grocery Tax Discussion
- 4. Public Comments**
- 5. Adjournment**



# Paid Parental Leave Policy Proposal Update

Village of Villa Park 2025



# Paid Parental Leave Follow Up

## Requests for additional information from the Board of Trustees:

- ▶ What is the current policy for paid leaves of absence?
  - ▶ Slides 3-6
- ▶ What is the total number of positions/staff that are able to work from home? What are the numbers for full-time versus part-time employees?
  - ▶ Slide 7
- ▶ Provide a side-by-side comparison of the paid parental leave for DuPage County, as compared to the drafted Village of Villa Park policy.
  - ▶ Slides 8-10
- ▶ What would it look like to set up different paid time for birthing versus non-birthing parent?
  - ▶ Slide 11
- ▶ Can a personal leave of absence be provided to allow employees to ease back in to work?
  - ▶ Slide 11
- ▶ Can this policy be retroactive?
  - ▶ Slide 11
- ▶ What is the notice period?
  - ▶ Slide 11



# Board Requested Clarification

- ▶ Current **Paid** Leaves of Absence **(Non-Union)**
  - ▶ Paid Vacation
    - ▶ 10 days at one year of service non-management
    - ▶ 15 days at one year of service non-management
  - ▶ Paid Sick Leave 3 days earned quarterly
  - ▶ Paid Personal leave and Floating Holidays n
    - ▶ Total of 4 days
  - ▶ PFLA
    - ▶ 1 hour of “PFLA” for every 40 hours worked
  - ▶ Short term disability through IMRF for supplementary benefits



# Board Requested Clarification

- ▶ Current **Unpaid** Leaves of Absence **(Non-Union)**
  - ▶ FMLA leave of absence (All)
    - ▶ Up to 12 weeks per year of unpaid leave for all staff who have worked for at least 12 months, and at least 1,250 hours over the past 12 months.



# Board Requested Clarification

- ▶ Current **Paid** Leaves of Absence **(Union)**
  - ▶ Paid Vacation
    - ▶ 60 days of employment - 5 days, 1 year of employment - 10 days (AFSCME)
    - ▶ 1 year employment - 80 hours (Police)
    - ▶ 1 year employment - 5 days (Fire)
  - ▶ Paid Sick Leave
    - ▶ 3 days earned quarterly (AFSCME)
    - ▶ 96 hours after 1 year (Police)
    - ▶ Up to 6 days earned per year (Fire)
  - ▶ Paid Personal leave and Floating Holidays
    - ▶ Total of 4 days (All)
  - ▶ PFLA
    - ▶ 1 hour of “PFLA” for every 40 hours worked (All)



# Board Requested Clarification

## ▶ Current **Un-Paid** Leaves of Absence **(Union)**

- ▶ Leave of absence not to exceed 6 months (AFSCME)
- ▶ Leave of absence, no cap (Fire)
- ▶ FMLA leave of absence (All)
  - ▶ Up to 12 weeks per year of unpaid leave for all staff who have worked for at least 12 months, at least 1,250 hours over the past 12 months.



# Board Requested Clarification

- ▶ # of employees who can fully work from home
  - ▶ Approximately 5
- ▶ # of employees who can partially work from home
  - ▶ 15
- ▶ # of positions full-time versus part-time
  - ▶ Full-time employees: 147
  - ▶ Part-time employees: 27
  - ▶ Seasonal employees: 124



# Comparison of DuPage County Paid Parental Leave

## Purpose/Objective

Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. The Village of Villa Park understands the need to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Therefore, beginning May 1<sup>st</sup>, 2025, the Village will provide up to **6 (six) weeks of paid parental leave** to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption ("Paid Parental Leave").

## Eligibility

- All full-time and regular part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the qualifying event and who have completed twelve (12) months of service are eligible to receive Paid Parental Leave.

## Amount, Time Frame and Duration of Paid Parental Leave

- An eligible employee will be entitled up to a total of 6 (six) work weeks of Paid Parental Leave to be used (consecutively or intermittently) within six (6) months following the event of one or more of the following:
  - The birth and care of the newborn child of the employee, including a child born through gestational surrogacy.
  - The placement of a child, younger than 18, with the employee for adoption. The adoption of a new spouse's child is excluded from this policy.
- Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.
- The Village uses a rolling twelve (12) month calendar to calculate an employee's eligibility for Paid Parental Leave, measured backward from the date of qualified event.

## Parental Time 5.13

### **POLICY**

All employees are eligible to apply for up to twelve (12) work weeks of Family Medical Leave and/or Personal Leave to care for and bond with a newborn or newly adopted child. It is the policy of DuPage County to provide eligible employees up to twelve (12) work weeks of paid Parental Time during an approved leave to care for and bond with a newborn or newly adopted child.

### **ELIGIBILITY**

- All full-time and part-time employees who are budgeted to work a minimum of twenty (20) hours per week, have worked at least 1,250 hours or twelve (12) months, and are not in a new hire probationary period at the time of birth or adoption of a child are eligible to receive up to twelve (12) work weeks of Parental Time.

### **GUIDELINES**

- A. An eligible employee will be entitled up to a total of twelve (12) work weeks of Parental Time during a designated six (6) months and used within six (6) months following the event for one or more of the following:
  1. The birth and care of the newborn child of the employee.
  2. The placement of a child, younger than 18, with the employee for adoption. The adoption of a new spouse's child is excluded from this policy.
- B. The County uses a rolling twelve (12) month calendar to calculate an employee's eligibility for Parental Time, measured backward from the date of qualified event.
- C. All eligible employees must be covered on an approved leave of absence, either Family Medical Leave (Policy 5.9: Family Medical Leave) or Personal Leave (Policy 5.5 Personal Leave) to be eligible to receive Parental Time.



# Comparison of DuPage County Paid Parental Leave

- The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6 (six) week total amount of Paid Parental Leave granted for that event. In no case will an employee receive more than 6 (six) weeks of Paid Parental Leave in a rolling 36-month period, regardless of whether more than one birth or adoption event occurs within that 36-month time frame.
- Each week of Paid Parental Leave is compensated at 100 percent of the employee's regular, straight-time pay rate. Paid Parental Leave will be paid on the Village's regularly scheduled pay dates.
- Approved Paid Parental Leave may be taken consecutively or intermittently at any time during the six (6)-month period immediately following the birth or adoption of a child. Paid Parental Leave may not be used or extended beyond this six (6)-month time frame.
- Any unused Paid Parental Leave will be forfeited at the end of the six (6) month time frame.
- Upon termination of the individual's employment at the Village, the employee will not be paid for any unused Paid Parental Leave for which they were eligible.

## Coordination with Other Policies

- Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. Employees will be required to exhaust all available paid time off, before going unpaid, during any leave of absence. Please refer to the Village's Family and Medical Leave Policy for further guidance on the FMLA.
- In the event of an employee who has given birth, Paid Parental Leave will run concurrently with short term disability, if the employee is eligible for short term disability benefits. Paid Parental Leave may be used during the initial unpaid waiting period for the commencement of the short-term disability leave; however, in no event may the use of short-term disability, or other paid leave benefits, be added as an extension to the allowed total leave time following for child bonding.
- The Village will maintain all benefits for employees during the Paid Parental Leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

- D. Employees who qualify for Parental Time will be required to use Parental Time before other paid time.
- E. In most circumstances, an employee may be required to use any accrued vacation time, sick time, and compensatory time during any unpaid portion of a leave after Parental Time has exhausted, providing this does not interfere with eligibility for IMRF disability.
- F. Employees may choose to use Paid Leave during any unpaid portion of a leave, or bank that time based on the requirements and provisions under Policy 5.2 Paid Leave.
- G. Eligible employees will receive a maximum of twelve (12) work weeks of Parental Time per birth or adoption of child/children. The Parental Time must be taken in blocks of time and used within six (6) months following the birth or adoption of the child/children. The fact that a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the twelve week total amount of paid Parental Time granted for that event. In addition, in no case will an employee receive more than twelve (12) weeks of Parental Time in a rolling 12-month period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.
- H. Each week of Parental Time is compensated at one hundred (100) percent of the employee's regularly scheduled, straight-time bi-weekly pay. Parental Time will be paid on a biweekly basis on regularly scheduled pay dates.
- I. Reinstatement or other benefits and conditions of employment while receiving Parental Time will be based on the requirements and provisions under Policy 5.9: Family Medical Leave (FMLA) or Policy 5.5 Personal Leave. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if they had not taken leave.

## **PROCEDURES**

1. An employee must contact the Human Resources Department to request Parental Time, at least thirty (30) days in advance, where practical or where leave is foreseeable, stating both the purpose and the beginning and ending dates of the leave. If the need for leave is not foreseeable, or the employee does not receive thirty (30) days advance notice themselves, notice is required as soon as practicable, generally within one (1) to two (2) days of learning of the need for leave.
2. The Department Head and Director of Human Resources, or their designee will be notified of an employee's eligibility for Parental Time.
3. An employee will be required to provide their supervisor with a schedule or a one (1) to two (2) day notice of anticipated absences.
4. The Human Resources Department will notify the employee of the status of their request for Parental Time in writing.
5. Employees may be required to provide periodic updates of their status and intent to return to work while receiving Parental Time.



# Board Requested Clarification

- If a Village holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total duration of the Paid Parental Leave entitlement.

## **Requests for Paid Parental Leave**

- The employee will provide their supervisor and the human resource department with notice of the request for Paid Parental Leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- The employee will meet with a human resources department staff member to review all required leave documentation and pay.
- The Village Manager has the exclusive right to interpret this policy, and the corporate authorities of the Village may rescind or amend this policy at any time.



# Board Requested Clarification

- ▶ What would it look like to set up different paid time for birthing versus non-birthing parent?
  - ▶ A differentiation can be used, such as 3 weeks for non-birthing, and 6 weeks for birthing. This is not typically seen in parental leave policies though.
- ▶ Can a personal leave of absence be provided to allow employees to ease back in to work?
  - ▶ Unpaid personal leaves of absence are incorporated into union agreements, please see slide 6.
- ▶ Can this policy be retroactive?
  - ▶ Yes, we have proposed a retroactive period to provide eligible staff with a return of paid time off used.
- ▶ What is the notice period?
  - ▶ In the drafted agreement, the notice period is 30 days, or as soon as feasible.



# Village of Villa Park

20 South Ardmore Avenue, Villa Park, Illinois 60181-2696

## **Paid Parental Leave Policy**

**Effective May 1, 2025**

### **Purpose/Objective**

Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. The Village of Villa Park understands the need to give parents additional flexibility and time to bond with their new child and adjust to their new family situation. Therefore, beginning May 1<sup>st</sup>, 2025, the Village will provide up to **6 (six) weeks of paid parental leave** to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption ("Paid Parental Leave").

### **Eligibility**

- All full-time and regular part-time employees who have worked at least 1,250 hours during the twelve (12) months preceding the qualifying event and who have completed twelve (12) months of service are eligible to receive Paid Parental Leave.

### **Amount, Time Frame and Duration of Paid Parental Leave**

- An eligible employee will be entitled up to a total of 6 (six) work weeks of Paid Parental Leave to be used (consecutively or intermittently) within six (6) months following the event of one or more of the following:
  - The birth and care of the newborn child of the employee, including a child born through gestational surrogacy.
  - The placement of a child, younger than 18, with the employee for adoption. The adoption of a new spouse's child is excluded from this policy.
- Paid Parental Leave will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.
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- Each week of Paid Parental Leave is compensated at 100 percent of the employee's regular, straight-time pay rate. Paid Parental Leave will be paid on the Village's regularly scheduled pay dates.
- Approved Paid Parental Leave may be taken consecutively or intermittently at any time during the six (6)-month period immediately following the birth or adoption of a child. Paid Parental Leave may not be used or extended beyond this six (6)-month time frame.
- Any unused Paid Parental Leave will be forfeited at the end of the six (6) month time frame.
- Upon termination of the individual's employment at the Village, the employee will not be paid for any unused Paid Parental Leave for which they were eligible.

## **Coordination with Other Policies**

- Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or adoption of a child, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. Employees will be required to exhaust all available paid time off, before going unpaid, during any leave of absence. Please refer to the Village's Family and Medical Leave Policy for further guidance on the FMLA.
- In the event of an employee who has given birth, Paid Parental Leave will run concurrently with short term disability, if the employee is eligible for short term disability benefits. Paid Parental Leave may be used during the initial unpaid waiting period for the commencement of the short-term disability leave; however, in no event may the use of short-term disability, or other paid leave benefits, be added as an extension to the allowed total leave time following for child bonding.
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## **Requests for Paid Parental Leave**

- The employee will provide their supervisor and the human resource department with notice of the request for Paid Parental Leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- The employee will meet with a human resources department staff member to review all required leave documentation and pay.
- The Village Manager has the exclusive right to interpret this policy and the corporate authorities of the Village may rescind or amend this policy at any time.

DRAFT



# Locally Imposed Grocery Sales Tax

BY ILLINOIS MUNICIPAL LEAGUE STAFF

April 29, 2025

During the 2024 Spring Legislative Session, the Illinois Municipal League (IML) played an integral role in securing the authority for both home rule and non-home rule municipalities to implement by ordinance a 1% locally imposed grocery sales tax (without need for referendum approval) following the elimination of the statewide grocery tax effective January 1, 2026.

While IML's preference was to maintain the status quo and for the tax to remain statewide, Public Act 103-0781 repeals the statewide tax on groceries. However, the authority to implement a 1% grocery sales tax locally by ordinance was approved as part of the same legislation.

IML advocated for a delayed implementation date of the statewide grocery tax repeal and the elimination of the Illinois Department of Revenue's (IDOR) administrative fees to collect and remit the tax, meaning municipalities will see no decrease or lapse in grocery tax revenue, if timely in implementing the tax locally.

## IMPLEMENTATION TIMELINE

- **Now:** Municipalities that wish to implement the local grocery tax effective on January 1, 2026, should adopt IML's model ordinance now to ensure timely filing with the Illinois Department of Revenue.
- **Prior to October 1, 2025:** A certified copy of an ordinance authorizing the local implementation of a grocery sales tax must be submitted to IDOR, postmarked by October 1, 2025.
- **January 1, 2026:** The statewide grocery sales tax expires; only locally imposed grocery sales taxes will remain.

The statewide tax will not be repealed until January 1, 2026; until then, nothing will change and no action will be necessary by municipalities. However, for those municipalities that wish to implement the tax locally on day one, there are important benchmarks to consider.

For municipalities, both home rule and non-home rule, that wish to implement a local grocery sales tax effective on January 1, 2026, the first step is to pass an authorizing ordinance. IML has developed a model ordinance that can be adopted locally, which is available on our website.<sup>1</sup> A certified copy of the ordinance must then be submitted to IDOR, postmarked by October 1, 2025, in order for the tax to be imposed beginning January 1, 2026. This will guarantee no lapse in revenues from this tax.

The ordinance must be sent to IDOR through MyLocalTax<sup>2</sup> or via USPS, FedEx or UPS (it may not be submitted by email) to:

*Aaron Allen, Division Manager  
Local Tax Allocation Division 3-500  
Illinois Department of Revenue  
101 West Jefferson Street  
Springfield, IL 62702  
(217) 785-7116*

If a municipality chooses to wait to implement a local 1% grocery tax at a later date, please keep in mind that ordinances authorizing a local tax must be sent to IDOR and postmarked before April 1 for collection to begin on July 1, or postmarked after April 1 but before October 1, for collections to begin January 1 of the following year.

If your municipality does not wish to impose the grocery tax locally after the statewide expiration, no action is required and the 1% grocery tax will be automatically repealed within your jurisdiction on January 1, 2026.

IML suggests you consult with your municipal attorney prior to considering the adoption of this model ordinance. More resources are available at [iml.org/grocerytax](http://iml.org/grocerytax).

<sup>1</sup> <https://www.iml.org/page.cfm?category=5382>

<sup>2</sup> [https://mytax.illinois.gov/MyLocalTax/\\_/](https://mytax.illinois.gov/MyLocalTax/_/)



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