



# DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642

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**CELEBRATING 15 YEARS OF WATER SERVICE**

## AGENDA

**ADMINISTRATION COMMITTEE  
THURSDAY, SEPTEMBER 13, 2007  
7:00 P.M.**

**600 EAST BUTTERFIELD ROAD  
ELMHURST, IL 60126**

## COMMITTEE MEMBERS

L. Hartwig, Chair  
D. Zeilenga  
E. Chaplin  
W. Murphy

- I. Roll Call
- II. Approval of Minutes of July 12, 2007
- III. Employee Handbook
- IV. Other
- V. Adjournment

Board/Agendas/Administration/ADM0709.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE  
ADMINISTRATION COMMITTEE  
OF THE DuPAGE WATER COMMISSION  
HELD ON JULY 12, 2007**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, and D. Zeilenga

Committee members absent: L. Hartwig and L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

By unanimous consent, Commissioner Chaplin was appointed Chairman Pro Tem of the July 12, 2007, meeting of the Administration Committee.

Commissioner Zeilenga moved to approve the Minutes of the May 10, 2007, Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the new Personnel Manual, General Manager Martin noted the survey of sick leave and disability policies of the Commission's customers had been completed and the survey results, together with a staff recommendation, and was hoping to distribute them for consideration at the August Committee meeting.

With respect to Royce Realty's request to become a Subsequent Customer of the Commission, and after noting that audience member C. Ward from the City of Oakbrook Terrace was tape-recording the discussion, General Manager Martin advised that he had not been able to reach anyone from Villa Park concerning their interest in serving the Royce Realty development. General Manager Martin did note that he had heard from the City of Oakbrook Terrace and that the City of Oakbrook Terrace was willing to serve Royce Realty.

Commissioner Murphy moved to direct the General Manager to inform Royce Realty that the Commission recommends that Royce Realty obtain Lake Michigan water, should they chose to do so, through Commission member Oakbrook Terrace. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the question of posting Commissioner contact information on the Commission's Website, it was the consensus of the Committee that each Commissioner should have his or her own Commission e-mail that would be administered the same way as Chairman Rathje's Commission email is currently administered.

Commissioner Murphy moved to adjourn the meeting at 7:07 P.M. Seconded by Commissioner Zeilenga and unanimously approved by a Voice Vote.

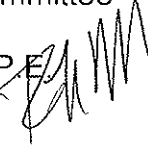
All voted aye. Motion carried.



# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin, P.E.  
General Manager 

DATE: September 7, 2007

SUBJECT: Sick Leave and Vacation Time

At the May 10, 2007 Administration Committee a proposed revision to the Commission's vacation policy was discussed (attached memorandum dated May 2, 2007). Commissioner Zeilenga questioned the Commission's current sick leave policy. Attached is a survey of the sick leave policy of the Commission and its customer communities. The Employee Handbook is ready for adoption except for the sick leave and vacation policies.

I am proposing the following for consideration by the Administration Committee:

1. The vacation policy be changed to allow 25 days vacation after 20 years of service. This will put us in line with our customer utilities.
2. The sick leave policy be changed to sick days accrue 1 day (8 hours) per month to a maximum of 120 days. Because of this change I am recommending that existing staff accrue these sick days based on their tenure with the Commission without subtracting sick days used. For current staff this new policy would be effective January 1, 2008.
3. The Commission presently has two long term disability policies, one with IMRF and one with MetLife. The MetLife policy is effective immediately and the IMRF policy is effective after 12 months of service. Because the Commission has one employee that was hired with the MetLife policy in place, I propose to continue the MetLife policy until this employee has reached 12 months of service. Subsequent employees will be hired with the knowledge that the Commission has only the IMRF disability policy.



# DuPage Water Commission

## MEMORANDUM

TO: Administration Committee

FROM: Robert L. Martin, P.E.  
General Manager

DATE: May 2, 2007

SUBJECT: Holiday and Vacation Policy

During the preparation of the Employee Handbook a survey of our customer communities was conducted to compare our current holiday and vacation policies to the policies of our customers. We analyzed the 20 responses that we received and it appears that our current holiday policy is inline with that of our customers. The average holiday observance for our customers is 9.3 days a year. The Commission observes 8 holidays a year along with a floating holiday. The following table shows which holidays the Commission observes and which holidays our customers observe:

| Holiday<br>Observance  | % of<br>Customers | DWC |
|------------------------|-------------------|-----|
| New Years Day          | 100.00%           | Yes |
| Martin Luther King Day | 14.29%            |     |
| Presidents Day         | 57.14%            |     |
| Good Friday            | 28.57%            |     |
| Memorial Day           | 100.00%           | Yes |
| Independence Day       | 100.00%           | Yes |
| Labor Day              | 100.00%           | Yes |
| Columbus Day           | 4.76%             |     |
| Veterans Day           | 28.57%            |     |
| Thanksgiving           | 100.00%           | Yes |
| Day after Thanksgiving | 100.00%           | Yes |
| Christmas Eve          | 85.71%            | Yes |
| Christmas Day          | 100.00%           | Yes |
| New Years Eve          | 33.33%            |     |
| Floating Holiday       |                   | Yes |
| Average Holidays       | 9.3               | 9   |

The Commission's vacation policy is also comparable to our customer communities with the exception of the maximum vacation days accrued. The Commission's vacation policy maxes out at 20 days after 14 years of service. All of our customer's vacation policies accrue at least 25 vacation days after 20 years of service with 5 of our customers accruing a maximum of 30 vacation days and 1 accruing a maximum of 35 vacation days. The average of our customer community's vacation time accrued is 25.9 vacation days after 20 years of service. I would propose that we increase our maximum vacation accrued to 25 days after 19 years of service to bring our vacation policy inline with that of our customers. The following table shows the vacation days accrued by our customers:

| <b>Customer Community</b> | <b>20 Years of Service</b> | <b>Maximum Days</b> |
|---------------------------|----------------------------|---------------------|
| Addison                   | 25 Days                    | 25 Days             |
| Bloomingtondale           | 25 Days                    | 35 Days             |
| Carol Stream              | 25 Days                    | 25 Days             |
| DuPage Co                 | 26 Days                    | 30 Days             |
| Darien                    | 25 Days                    | 25 Days             |
| Elmhurst                  | 25 Days                    | 25 Days             |
| Glendale Heights          | 30 Days                    | 30 Days             |
| Glen Ellyn                | 26 Days                    | 30 Days             |
| Hinsdale                  | 25 Days                    | 25 Days             |
| Lisle                     | 25 Days                    | 25 Days             |
| Lombard                   | 25 Days                    | 25 Days             |
| Naperville                | 30 Days                    | 30 Days             |
| Oak Brook                 | 25 Days                    | 25 Days             |
| Oakbrook Terrace          | 25 Days                    | 25 Days             |
| Villa Park                | 30 Days                    | 30 Days             |
| Westmont                  | 25 Days                    | 25 Days             |
| Willowbrook               | 25 Days                    | 25 Days             |
| Winfield                  | 25 Days                    | 25 Days             |
| Wood Dale                 | 25 Days                    | 25 Days             |
| Woodridge                 | 25 Days                    | 25 Days             |
| Average                   | 25.9 Days                  | 26.8 Days           |

DWC Customer Vacation Policy and Holiday Closing Schedule – 5/2007

| Customer   | Vacation Policy for Managers<br>and Department Heads<br>Exempt employees                  | Vacation Policy<br>Non exempt employees   | Holiday Closings   | Total # of<br>Holiday<br>Closing |
|--|---|---|--|----------------------------------|
| DuPage Water Commission                                | 1-14 years of service – 15 days<br>15+ years of service – 20 days                         | 1-5 years of service – 10 days<br>6-14 years of service – 15 days<br>15 + years of service – 20 days                                    | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day   | 8                                |
| Addison, Village of                                    | 1-4 years of service – 15 days<br>5-17 years of service – 20 days<br>18 + years – 25 days | 1-4 years of service – 10 days<br>5-11 years of service – 15 days<br>12-19 years of service – 20 days<br>20+ years of service – 25 days | New Year's Day<br>President's Day<br>Good Friday<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day<br>New Year's Eve | 11                               |
| Bensenville, Village of<br>No information was received |   |   |  |                                  |

|   |   |  |  |    |
|---|---|--|--|----|
| Bloomington, Village of   | Salaried exempt employees are eligible for up to 40 additional vacation hours per year based on performance and extra hours worked, subject to the Village Administrator's approval | 1-5 years of service – 10 days<br>6-11 years of service – 15 days<br>12- 15 years of service – 20 days<br>16+ year earn an additional 8 hours of paid vacation for each additional year of employment up to a maximum of an additional 120 hours for 30+ years of employment | New Year's Day<br>President's Day<br>Good Friday<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day<br>New Year's Eve | 11 |
| Carol Stream, Village of  | Executive positions shall accrue 5 vacation days in addition to the vacation schedule for non-exempt employees  | 1-4 years of service – 10 days<br>5-12 years of service – 15 days<br>13-19 years of service – 20 days<br>20+ years of service – 25 days  | New Year's Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                                  | 9  |
| Clarendon Hills, Village of<br><br>No information was received, but the holidays were listed on the website |   |  | New Year's Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Veteran's Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                 | 10 |

|  |  |  |  |    |
|--|--|--|--|----|
| County of DuPage   | Nothing specified for exempt employees | 0-1 year of service – 12 days<br>2 years of service – 13 days<br>3 years of service – 14 days<br>4-9 years of service – 15 days<br>10-14 years of service – 20 days<br>15 years of service – 21 days<br>16 years of service – 22 days<br>17 years of service – 23 days<br>18 years of service – 24 days<br>19 years of service – 25 days<br>20 years of service – 26 days<br>21 years of service – 27 days<br>22 years of service – 28 days<br>23 years of service – 29 days<br>24+ years of service – 30 days | New Year's Day<br>Martin L. King, Jr. Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Columbus Day<br>Veteran's Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Day | 11 |
| Darien, City of  | Nothing specified for exempt employees | After 6 months – 1 year of service – 5 days<br>2- 5 years of service – 10 days<br>6- 10 years of service – 15 days<br>11-20 years of service 20 days<br>21+ years of service- 25 days  | New Year's Day<br>President's Day<br>Good Friday<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                             | 10 |
| Downers Grove, Village of<br><br>No information was received |  |  |  |    |



|                              |  |  |   |    |
|------------------------------|--|--|---|----|
| Elmhurst, City of            | Nothing specified for exempt employees   | 1-4 years of service – 10 days<br>5-12 years of service – 15 days<br>13-19 years of service – 20 days<br>20+ years of service – 25 days                                    | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve (1/2 day)<br>Christmas Day<br>New Years Eve (1/2 day) | 9  |
| Glendale Heights, Village of | Nothing specified for exempt employees   | 1-4 years of service – 10 days<br>5-9 years of service – 15 days<br>10-14 years of service – 20 days<br>15-19 years of service – 25 days<br>20+ years of service – 30 days | New Year's Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Veteran's Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day  | 10 |
| Glen Ellyn, Village of       | 1 year of service – 17 days<br>2-5 years of service – 21 days<br>6+ years of service 26 days | 1-5 years of service – 17 days<br>6-14 years of service – 22 days<br>15-20 years of service – 26 days<br>21-24 years of service – one additional day per year              | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Veteran's Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                     | 9  |

|   |  |   |   |    |
|---|--|---|---|----|
| Hinsdale, Village of                              | 1-5 years of service – 15 days<br>6-19 years of service – 20 days<br>20+ years of service – 25 days  | 1-5 years of service – 10 days<br>6-10 years of service – 15 days<br>11-19 years of service – 20 days<br>20+ years of service – 25 days   | New Year's Day<br>Good Friday<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve (1/2 day)<br>Christmas Day<br>New Year's Eve (1/2 Day) | 10 |
| Itasca, Village of<br>No information was received |  |   |   |    |
| Lisle, Village of                                 | Employees who hold exempt positions earn one additional week of vacation each year. They earn 1.25 vacation days for each month they work in the first base vacation accrual period. | 1-4 years of service – 10 days<br>5-10 years of service – 15 days<br>11 years of service – 16 days<br>12 years of service – 17 days<br>13 years of service – 18 days<br>14 years of service – 19 days<br>15-20 years of service 20 days<br>21 years of service 21 days<br>22 years of service 22 days<br>23 years of service 23 days<br>24 years of service 24 days<br>25+ years of service - 25 days | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day  | 8  |
| Lombard, Village of                               | 1-4 years of service – 15 days<br>5-8 years of service – 20 days<br>9+ years of service 25 days  | 1-4 years of service – 10 days<br>5-8 years of service – 15 days<br>9-17 years of service – 20 days<br>18+ years of service – 25 days   | New Year's Day<br>Martin L. King, Jr. Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                           | 9  |

|                           |   |   |  |    |
|---------------------------|---|---|--|----|
| Naperville, City of       | Nothing specified for exempt employees  | 1-4 years of service – 15 days<br>5-10 years of service – 20 days<br>11-15 years of service – 25 days<br>16 years of service – 26 days<br>17 years of service – 27 days<br>18 years of service – 28 days<br>19 years of service – 29 days<br>20+ years of service – 30 days | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Veterans Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day   | 9  |
| OakBrook, Village of      | 1-2 years of service – 10 days<br>3-5 years of service – 15 days<br>6-20 years of service – 20 days<br>21+ years of service – 25 days           | 1-5 years of service – 10 days<br>6-10 years of service – 15 days<br>11-20 years of service – 20 days<br>21+ years of service – 25 days   | New Year's Day<br>Martin L. King, Jr. Day<br>Good Friday – ½ day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day<br>New Year's Eve – ½ day | 11 |
| Oakbrook Terrace, City of | 6 months – 4 years of service – 10 days<br>5 – 9 years of service – 15 days<br>10-14 years of service 20 days<br>15+ years of service – 25 days | 1-4 years of service – 10days<br>5-9 years of service – 15 days<br>10-19 years of service – 20 days<br>20+ years of service - 25 days   | New Year's Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day  | 9  |
| Roselle, Village of       | No information was received   |   |  |    |

|   |   |   |   |    |
|---|---|---|---|----|
| Villa Park, Village of                          | 1-7 years of service 15 days<br>8-14 years of service 20 days<br>15-19 years of service 25 days<br>20+ years of service – 30 days | 1-7 years of service 10 days<br>8-14 years of service 15 days<br>15-19 years of service 20 days<br>20+ years of service – 30 days       | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                                  | 8  |
| Westmont, Village of                            | Nothing specified for exempt employees  | 1-4 years of service – 10 days<br>5-9 years of service – 15 days<br>10-19 years of service – 20 days<br>20+ years of service – 25 days  | New Year's Day<br>President's Day<br>Good Friday<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Day                 | 9  |
| Wheaton, City of<br>No information was received |   |   |   |    |
| Willowbrook, Village of                         | Nothing specified for exempt employees  | 1-5 years of service – 10 days<br>6-10 years of service – 15 days<br>11-19 years of service – 20 days<br>20+ years of service – 25 days | New Year's Day<br>Good Friday<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day<br>New Year's Eve | 10 |

|                       |  |  |   |    |
|-----------------------|--|--|---|----|
| Winfield, Village of  | Nothing specified for exempt employees   | 1-4 years of service – 10 days<br>5-9 years of service – 15 days<br>10 years of service – 20 days<br>11 years of service – 21 days<br>12 years of service – 22 days<br>13 years of service – 23 days<br>14 years of service – 24 days<br>15 years of service – 25 days | New Year's Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day<br>New Year's Eve | 10 |
| Wood Dale, City of    | In addition to normal accrual<br><br>3 extra vacation days are granted to managers<br><br>2 extra vacation days are granted to supervisors | 1-4 years of service – 10 days<br>5-9 years of service – 15 days<br>10-19 years of service – 20 days<br>20+ years of service - 25 days   | New Year's Day<br>President's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Veteran's Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Day                   | 9  |
| Woodridge, Village of | 1-2 years of service – 10 days<br>3-10 years of service – 15 days<br>11-20 years of service – 20 days<br>20+ years of service – 25 days    | 1-5 years of service – 10 days<br>6-10 years of service – 15 days<br>11-20 years of service – 20 days<br>20+ years of service - 25 days  | New Year's Day<br>Memorial Day<br>Independence Day<br>Labor Day<br>Thanksgiving<br>Friday after Thanksgiving<br>Christmas Eve<br>Christmas Day                                      | 8  |

Maximum Vacation Days – 11 days

Average Vacation Days – 9.5 days

Minimum Vacation Days – 8 days

Administration/Lists/Customr Holiday & Vacation Policies 2007

DWC Customer Sick and Disability Policies – 6/2007

| Customer  | Sick Policy  | Disability Policies  |
|---|--|--|
| DuPage Water Commission                                     | First day of employment, the employee is authorized 720 hours of sick leave. Any sick leave used in the first year of employment is reinstated at the beginning of the sixth year of employment and sick leave used in the second year is reinstated in the employee's seventh year of employment. | In addition to IMRF, the Commission has a Long Term Disability policy with MetLife |
| Addison, Village of   | Sick days are accrued 1 day per month of service up to a maximum accumulation of 132 days.   | No policy provisions besides IMRF.   |
| Bensenville, Village of<br>No information was received      |  |  |
| Bloomington, Village of                                     | Sick days are accrued 1 day per month of service up to a maximum accumulation of 120 days.   | No policy provisions besides IMRF.   |
| Carol Stream, Village of                                    | Sick days are accrued 1 day per month of service up to a maximum accumulation of 114 days.   | No policy provisions besides IMRF.   |
| Clarendon Hills, Village of<br>No information was received, |  |  |
| County of DuPage  | 0-5 years of service– 6 days<br>6-10 years of service– 7 days<br>11-15 years of service – 8 days<br>16-20 years of service – 9 days<br>20+ years of service – 10 days  | No policy provisions besides IMRF.   |

| Customer   | Sick Policy   | Disability Policies                |
|--|---|------------------------------------|
| Darien, City of  | Sick days are accrued 1 day per month of service. Of the 12 sick days which may be earned in a calendar year, 2 days shall be designated as personal days up to a maximum accumulation of 120 days. | No policy provisions besides IMRF. |
| Downers Grove, Village of<br>No information was received |   |                                    |
| Elmhurst, City of  | Sick days are accrued 1 day per month of service up to a maximum accumulation of 150 days.  | No policy provisions besides IMRF. |
| Glendale Heights, Village of                             | Sick days accrued at the beginning of each calendar year at a rate of 10 days per year without a maximum limit.   | No policy provisions besides IMRF. |
| Glen Ellyn, Village of                                   | 6 sick days per year after completion of the 1 <sup>st</sup> year of employment up to a maximum accumulation of 120 work days.  | No policy provisions besides IMRF. |
| Hinsdale, Village of                                     | Sick days are accrued 1 day per month.  | No policy provisions besides IMRF. |
| Itasca, Village of                                       | Sick days are accrued 1 day per month of service up to a maximum accumulation of 72 days.   | No policy provisions besides IMRF. |

| Customer                  | Sick Policy  | Disability Policies                |
|---------------------------|--|------------------------------------|
| Lisle, Village of         | <p>5 days annually for minor illnesses of not more than 2 ½ days in duration without a doctor's certificate (can also be used for funeral/bereavement and sick dependent care).</p> <p>Regular sick leave accrues at a rate of 1 day per month, subject to a maximum accrual of 260 days (2080 hrs), but employees are not allowed to earn back used sick leave.</p> | No policy provisions besides IMRF. |
| Lombard, Village of       | 12 sick days per year.   | No policy provisions besides IMRF. |
| Naperville, City of       | Sick days are accrued at a rate of 3.08 hrs per pay period (80 hrs per year) up to a maximum of 960 hours.   | No policy provisions besides IMRF. |
| OakBrook, Village of      | Sick days are accrued 1 day per month of service up to a maximum accumulation of 180 days.   | No policy provisions besides IMRF. |
| Oakbrook Terrace, City of | Sick days are accrued 1 day per month of service up to a maximum accumulation of 120 days.   | No policy provisions besides IMRF. |
| Roselle, Village of       | Sick days are accrued 1 day per month.   | No policy provisions besides IMRF. |
| Villa Park, Village of    | Sick days are accrued 1 day per month and can be accumulated from year to year.  | No policy provisions besides IMRF. |
| Westmont, Village of      | Sick days are accrued 1 day per month  | No policy provisions besides IMRF. |



| Customer                | Sick Policy   | Disability Policies                |
|-------------------------|---|------------------------------------|
|                         |   |                                    |
| Wheaton, City of        | Sick days are accrued 1 day per month of service up to a maximum accumulation of 130 days.  | No policy provisions besides IMRF. |
| Willowbrook, Village of | Sick days are accrued 1 day per month of service up to a maximum accumulation of 120 days.  | No policy provisions besides IMRF. |
| Winfield, Village of    | 1-2 years of service – 80 hours<br>3-4 years of service – 160 hours<br>5-9 years of service – 280 hours<br>10-14 years of service – 800 hours<br>15-19 years of service – 1160 hours<br>20 years of service and beyond – 1560 hours | No policy provisions besides IMRF. |
| Wood Dale, City of      | Sick days are accrued 1 day per month of service with a maximum accumulation of 2,080 hours   | No policy provisions besides IMRF. |
| Woodridge, Village of   | Sick days are accrued 1 day per month of service. Unused sick leave can be accrued from year to year without a cap.   | No policy provisions besides IMRF. |