



Public Notice of Holiday Calendar  
DuPage Township, Will County, IL  
2024 Holiday Calendar

New Year's Day	Monday, January 1, 2024
Martin Luther King Day	Monday, January 15, 2024
Presidents Day	Monday, February 19, 2024
Spring Holiday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth National Independence	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus/Indigenous People's Day	Monday, October 14, 2024
Veteran's Day	Monday, November 11, 2024
Thanksgiving	Thursday, November 28, 2024
Day After Thanksgiving	Friday, November 29, 2024
Christmas Eve	Tuesday, December 24, 2024
Christmas	Wednesday, December 25, 2024
New Years Eve	Tuesday, December 31, 2024



**DUPAGE TOWNSHIP  
PAYROLL/ACCOUNTS PAYABLE SCHEDULE**

**2024**

All invoices are due by 9:00 AM the Friday prior to the scheduled Tuesday board meeting to comply with proper posting of the board meeting agenda.

DUE DUE

2024	TIME CARD APPROVAL BY 9 AM	PAY DAY	INVOICES /PO'S	BOARD MEETING	COMMITTEE	CHECKS CUT
JANUARY	11	15	12	16	Senior 2nd	17
	29	31			Youth 22nd	
FEBRUARY	13	15	16	20	Senior 6th	21
	27	29			Youth 26th	
MARCH	13	15	15	19	Senior 5th	20
	28	29			Youth 25th	
APRIL	11	11	ASAP	*4	Senior 2nd	5
	26	30	**ANNUAL MTG	**9		**NO BILLS PAID
			12	16	Youth 22nd	17
MAY	13	15	17	21	Senior 7th	22
	29	31			Youth 27th	
JUNE	12	14	14	18	Senior 4th	19
	27	28			Youth 24th	
JULY	11	15	12	16	Senior 2nd	17
	29	31			Youth 22nd	
AUGUST	13	15	16	20	Senior 6th	21
	28	30			26th	
SEPTEMBER	12	13	13	17	Senior 3rd	18
	26	30			Youth 23rd	
OCTOBER	11	15	11	15	Senior 1st	16
	29	31			28th	
NOVEMBER	13	15	15	19	Senior 5th	20
	27	29			25th	
DECEMBER	12	13	13	17	Senior 3rd	18
	27	31			Youth TBD	

\*Thursday meeting to approve final bill pay of the fiscal year

\*\*April 9th is the Annual Town Meeting-NO bill pay

TAX LEVY ORDINANCE  
DUPAGE TOWNSHIP  
ORDINANCE NO. 23-21

An ordinance levying taxes for all town purposes for DuPage Township, Will County, Illinois, for the tax year 2023, collectable in 2024.

BE IT ORDAINED by the Board of Trustees of DuPage Township, Will County, Illinois, as follows:

SECTION 1: That the sum of TWO MILLION SEVEN HUNDRED TWENTY FIVE THOUSAND EIGHT HUNDRED (\$2,725,800.00) are hereby levied upon all property subject to taxation within the Township as that property is assessed and equalized, in order to meet and defray all the necessary expenses and liabilities of the Township as required by statute or voted by the people in accordance with the law, for such purposes as

GENERAL TOWN FUND,  
ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF),  
SOCIAL SECURITY FUND, and GENERAL ASSISTANCE FUND,  
For the year 2024.

SECTION 2: That the total amount levied shall be as follows:

## TAX LEVY ORDINANCE

### GENERAL TOWN FUND

<u>ADMINISTRATION:</u>	<u>Amount Levied</u>
Personnel	\$ 422,420.00
Contractual Services	\$ 278,000.00
Commodities	\$ 112,100.00
Capital Outlay	\$ 10,000.00
<b>TOTAL ADMINISTRATION:</b>	<b>\$ 822,520.00</b>

### ASSESSOR:

Personnel	\$ 298,560.00
Contractual Services	\$ 28,400.00
Commodities	\$ 12,250.00
Capital Outlay	\$ 1,000.00
Capital Expenditures	\$ 500.00
<b>TOTAL ASSESSOR:</b>	<b>\$ 340,710.00</b>

**CEMETERY:**

Commodities \$ 700.00

**TOTAL CEMETERY:** \$ 700.00

**YOUTH SERVICES:**

Personnel  
Contractual Services \$ 10,000.00  
Commodities \$ 35,500.00  
Other Expenditures \$ 500.00

**TOTAL YOUTH DEPARTMENT:** \$ 46,000.00

**SENIOR SERVICES:**

Personnel \$ 212,000.00  
Contractual Services \$ 25,000.00  
Commodities \$ 5,000.00  
Other Expenditures \$ 150.00  
Capital Outlay \$ 9,000.00

**TOTAL SENIOR SERVICES:** \$ 251,150.00

**SOCIAL SERVICES:**

PACE Services \$ 20,000.00  
Social Services \$ 5,000.00

**TOTAL SOCIAL SERVICE DEPARTMENT:** \$ 25,000.00

**LEVY SENIOR CENTER**

Contractual Services \$ 18,333.00  
Commodities \$ 34,667.00  
Capital Outlay \$ 100.00  
Other Expenditures \$ 20,000.00

**TOTAL LEVY CENTER:** \$ 73,100.00

**MAINTENANCE DEPT ADMINISTRATION**

Personnel	\$ 177,750.00
Contractual Services	\$ 2,400.00
Commodities	\$ 66,200.00
Capital Outlay	\$ 200.00
Other Expenditures	\$ 100.00

**TOTAL MAINTENANCE ADMINISTRATION:** \$ 246,650.00

**TOTAL GENERAL TOWN FUND** \$ 1,805,830.00

REF: General Corporate Tax 60 ILCS1/235-10

**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

Personnel	\$ 145,000.00
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**TOTAL IMRF FUND:** \$ 145,000.00

REF: IMRF Tax 40 ILCS 5/7-171

**SOCIAL SECURITY FUND**

Personnel	\$ 110,000.00
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**TOTAL SOCIAL SECURITY FUND:** \$ 110,000.00

REF: Social Security Tax 40 ILCS 5/21-110 & 110.1

**GENERAL ASSISTANCE FUND**  
**FOOD PANTRY**

Personnel	\$ 370,000.00
Contractual Services	\$ 48,000.00
Commodities	\$ 52,650.00
Capital Outlay	

**TOTAL FOOD PANTRY:** \$ 470,650.00

**ADMINISTRATION**

Personnel \$ 125,170.00  
 Contractual Services \$ 6,200.00  
 Commodities \$ 2,350.00  
 Capital Outlay \$ 100.00  
 Other Expenditures \$ 500.00

**TOTAL ADMINISTRATION:** \$ 134,320.00

**HOME RELIEF:**

Contractual Services \$ 30,000.00  
 Commodities \$ 30,000.00

**TOTAL HOME RELIEF:** \$ 60,000.00

**TOTAL GENERAL ASSISTANCE FUND:** \$ 664,970.00

REF: Public Assistance Tax 60ILCS 1/235-20

**TAX LEVY SUMMARY**

General Towns Fund \$1,805,830.00  
 Illinois Municiple Retirement Tax \$145,000.00  
 Social Security Fund \$110,000.00  
 General Assistance \$664,970.00

**TOTAL TAX** \$2,725,800.00

SECTION 3: That the Town Clerk shall make and file with the County Clerk of said County of Will, on or before the last Tuesday of December, a duly certified copy of this ordinance.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid, or to be unconstituional, such finding shall not affect the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law ADOPTED THE 21st day of November 2023, pursuant to a roll call vote by the Board of Trustees of DuPage Township, Will County, Illinois.

**BOARD OF TRUSTEES**

	AYE	NAY	ABSENT	PRESENT
Trustee Braxton				
Trustee Ransom				

Trustee Savage  
Trustee Townsend  
Supervisor Marschke


Approved by:

X  
\_\_\_\_\_  
Gary Marschke, Supervisor

Attest:

X  
\_\_\_\_\_  
Barbara Parker, Clerk

**TAXES LEVIED**

\$2,725,800.00

**DUPAGE TOWNSHIP**  
**ORDINANCE NO. 23-22**

**AN ORDINANCE CORRECTING SCRIVENER'S ERRORS AND CONFIRMING  
THE NUMBERING OF CERTAIN RESOLUTIONS AND ORDINANCES ENACTED  
BY DUPAGE TOWNSHIP SINCE JANUARY 1, 2021**

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**WHEREAS**, DuPage Township, Will County, State of Illinois (the "Township") is a duly organized and existing township and a unit of local government organized under the laws of the State of Illinois and is operating under the provisions of the Illinois Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

**WHEREAS**, since January 1, 2021, the Township has passed and/or adopted certain resolutions and ordinances for various township purposes and it is customary for the Township to assign sequential numbers thereto; and

**WHEREAS**, the Township has discovered a scrivener's error in the numbering of certain Ordinances and Resolutions wherein two resolutions were assigned the same number **and**

**WHEREAS**, correcting the scrivener's errors will not substantively change or otherwise alter the purpose, intent, or effect of any affected ordinance or resolution; and

**WHEREAS**, the Township Supervisor and the Township Board of Trustees ("Township Board") seek to ensure complete transparency and that the public may easily determine and organize the Township's official actions;

**WHEREAS**, the Township Board has determined that it is necessary and proper to correct certain scrivener's errors and to confirm the numbering of Resolutions and Ordinances passed and/or adopted by the Township Board since January 1, 2021.

**NOW, THEREFORE, BE IT ORDAINED** by the Supervisor and Board of Trustees of DuPage Township, Will County, Illinois, as follows:

**SECTION 1:** The above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made part hereof, as if fully set forth in their entirety.

**SECTION 2:** All DuPage Township Ordinance and Resolutions passed or adopted since January 1, 2021 prior to the adoption of the instant Ordinance shall be numbered as follows:

<b>Original Number</b>	<b>Correct Number</b>	<b>Ordinance or Resolution</b>	<b>Title/ Description</b>
21-24	21-24	<b>Ordinance</b>	Tax Levy Ordinance
21-24	21-25	<b>Resolution</b>	Resolution Authorizing the Accumulation of Funds for Capital Improvements

**SECTION 3:** The Resolution and Ordinances with the modified numbering are attached hereto and incorporated herein, with the errors corrected, as "**Exhibit A.**" Said Resolution and Ordinances shall not be affected, repealed, or otherwise modified in any way except that henceforth they shall be referenced by the Correct Number as provided by this Ordinance.

**SECTION 4** The Township Clerk, or her/his designee, is hereby directed and authorized to provide finalized versions of the corrected Resolution and Ordinances to the Township Board and general public and shall make same available on the Township's website. The Township Supervisor, or his/her designee, shall further provide a finalized version of the corrected Resolution to the relevant Service Provider(s) named in said Resolution.

**SECTION 5:** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any other provision of this Ordinance.

**SECTION 6** All ordinances, resolutions, rules, policies, and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed.

**SECTION 7:** This Ordinance shall be in full force and effect from and after its adoption and approval according to law.

*[Remainder of Page Intentionally Left Blank]*

**ADOPTED** by the Supervisor and Board of Trustees of DuPage Township, Will County,

Illinois this 12<sup>th</sup> day of December 2023, pursuant to a roll call vote, as follows:

	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>	<b>PRESENT</b>
Trustee Braxton				
Trustee Ransom				
Trustee Savage				
Trustee Townsend				
Supervisor Marschke				
<b>TOTAL</b>				

**APPROVED** at a Regular Meeting of the Board of Trustees of the DuPage Township,  
on December 12, 2023

\_\_\_\_\_  
Township Supervisor

ATTEST:

\_\_\_\_\_  
Township Clerk

## **EXHIBIT A**

**COPIES OF THE FOLLOWING WITH THE CORRECTED NUMBERING:**

**RESOLUTION 21-25**

**Resolution Authorizing the Accumulation of Funds for Capital Improvements**

**DUPAGE TOWNSHIP, WILL COUNTY, ILLINOIS**

**RESOLUTION NO. 21-~~24~~ 25**

**A RESOLUTION AUTHORIZING THE ACCUMULATION OF FUNDS FOR  
CAPITAL IMPROVEMENTS**

**WHEREAS**, DuPage Township, Will County, Illinois (the "Township") is a township duly organized under the laws of the State of Illinois, including the Illinois Township Code, and a unit of local government as defined in Section 1 of Article VII of the Illinois Constitution; and

**WHEREAS**, DuPage Township has certain obligations to maintain buildings located within DuPage Township; and

**WHEREAS**, DuPage Township has certain obligations to maintain roads located within DuPage Township; and

**WHEREAS**, the Board of Trustees of the Township deems it prudent financial management to establish a policy to require the accumulation of dedicated funds to address road improvement projects as they occur on buildings and roads maintained by DuPage Township; and

**WHEREAS**, certain improvement projects will require significant expenses and it is necessary for the Township to accumulate and dedicate funds for the repairs to avoid significant tax increases in the years in which significant repairs may be needed; and

**WHEREAS**, Section 85-65 of the Illinois Township Code (60 ILCS 1/85-65) allows for the accumulation of funds in a capital fund for use on capital improvement projects as part of the Township's annual budget;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Supervisor and the Board of Trustees of DuPage Township, Will County, Illinois, as follows:

**SECTION 1. Capital Fund.** It shall be the policy of the Township to establish a designated Capital Projects Fund that shall be used for the exclusive purpose of accumulating funds for capital

improvement projects including repair or replacement projects for buildings and roads maintained by the Township and other capital improvement projects set forth in the Township capital improvement plan. The designated Capital Projects Fund shall have no minimum balance but shall accumulate funds in the Township corporate fund until appropriated by formal Township Board action. Such funds shall be accumulated in an amount deemed appropriate annually by the Township Board during the adoption of the Township's annual budget or any subsequent amendments to that budget. The initial funding for the accumulation will be \$44,395.63, effective immediately upon the adoption of this resolution.

**SECTION 2. Effective Date.** This Resolution shall be in full force and effect immediately after its publication and passage.

**SECTION 3. Conflicts.** Any ordinance in conflict with this ordinance is repealed to the extent of such conflict.

SO RESOLVED this 16th day of November, 2021, pursuant to a vote as follows.

Ayes: 4  
Nays: 0  
Absent: Braxton  
Abstain: 0

/s/Gary Marschke  
Township Supervisor

ATTEST:

/s/Barbara Parker  
Township Clerk

A G E N D A      12/12/23

**Bolingbrook Glass & Mirror, Inc.**  
**470 W North Frontage Rd.**  
**Bolingbrook, IL 60440**  
**(630) 633-2800 / Fax (630) 633-2830**  
**Fed. ID# 36400100**

Quote #	Q B0051281	Date	12/06/2023
Cust. #	3024898	Price Cat	1, CASH
P.O. #	LEVY CTR.	Sold By	
Fed Tax #		Inst'l By	

DuPage Township  
 Attn.: Accounts Payable  
 241 Canterbury Lane  
 Bolingbrook, IL 60440

(815) 302-4898

Qty	Part	Thickness	Description	List	Price	Total
1	IGBRZT	1/8	Patio Door Reglaze: 43-7/8 X 89 BRONZE INSULATED TEMPERED 3/4 OA, inside wood stops	870.00	870.00	870.00
1	LABOR		Labor Charge	600.00	600.00	600.00

*Ray M...*  
 12/7/23

SPECIAL INSTRUCTIONS		Labor	600.00
All material sold on this invoice is guaranteed to be as specified, and is not safety glazed material unless so marked. It is sold with the understanding that this material will not be glazed in a "hazardous location" as defined by the Consumer Product Safety Commission. All merchandise returned for credit, refund or exchange must be in resaleable condition, authorized for return, accompanied by this receipt, and may be subject to restocking fee. No returns will be authorized for special orders or cut flat glass.		Subtotal	1470.00
		Tax	0.00
		Total	1470.00
Terms of payment are 10 days from Invoice date. A service charge of 1.800% per month (21.600% annum) will be added to past due accounts.		Balance	1470.00
RECEIVED BY:			
12/6/23 4:14pm by BRIAN Updated 12/7/23 8:47am by MARTINA			

### **3.0 Leave**

DuPage Township will consider a request from eligible employees to take an unpaid personal leave of absence to fulfill personal obligations. Requests must be made at least five (5) working days before the leave is to begin. Employees are eligible if they have worked for DuPage Township for at least one year. You must apply in writing for this leave of absence and submit your request to the Township Supervisor or the Township Assessor. Your request should include the reason for the leave, the date on which you wish the leave to begin, the date on which you will return to active employment with DuPage Township and any documentation supporting your need for leave.

Employees must exhaust all paid personal, PLAWA and vacation time before they are eligible for unpaid personal leave. DuPage Township will give each request individual consideration. The decision to approve personal leave will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence. The Township has the right to deny any request. Subject to the terms, conditions, and limitations of the applicable plans, DuPage Township will provide health insurance benefits in compliance with the Family and Medical Leave Act (FMLA).

If an employee does not receive a paycheck for any reason (including, but not limited to, leave associated with FMLA or Workers' Compensation), but is still considered an active full-time employee, the employee will have to submit his/her portion of the health insurance, flexible spending account, and any other personal contributions deducted from his or her paycheck to DuPage Township on the date that paychecks are issued. Benefit accruals, such as vacation, personal time, sick time, or holiday benefits, will be suspended during a personal leave and will resume when the employee returns to active full-time employment. When unpaid personal leave ends, DuPage Township will make every reasonable effort to return the employee to the same position if it is available or to an available similar position for which the employee is qualified. However, DuPage Township cannot guarantee reinstatement in all cases. If the employee does not report to work promptly at the end of unpaid personal leave, DuPage Township will assume that the employee has resigned.

### **3.1 Paid Leave for All Workers Act (PLAWA)**

It is in the public policy interests of the State for all working Illinoisans to have some paid leave from work to maintain their health and well-being, care for their families, or use for any other reason of their choosing. Our part-time employees fall under this act.

In order to effectuate this intent, the provisions of this "Paid Leave for All Workers Act" (PLAWA) shall be liberally construed in favor of providing workers with the greatest amount of paid time off from work and employment security.

#### **PLAWA Benefits:**

Each part-time employee shall earn 1 hour of paid leave for each 40 hours worked up to 40 hours per year. PLAWA can be used as early as April 1<sup>st</sup> 2024.

Any PLAWA leave not used during the year it is earned will be rolled over to the following year. Leave not taken but earned at the time of separation will not be paid out. If you are re-employed within a 12 month period, any lost leave will be restored.

Leave can be taken in 4-hour increments.

Advance notice of two weeks is required when foreseeable and can be submitted through our payroll application. For leave requests that are not foreseeable, a phone call to the immediate supervisor and later a submission through our payroll application.

### **3.1 Sick Leave**

Sick leave is leave with pay that a full time employee may take for the following reasons and it must be taken in 4 hour or full day increments.:

Illness

Injury off the job

Disability

Quarantine due to a contagious disease

Illness or injury of a member of the employee's immediate family

Routine medical, dental or optical appointments

Medical appointment for the employee's immediate family

Personal care of an employee's immediate family

"Immediate family" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

#### **Eligible Employees:**

Sick leave is available to following employees:

- Full-time employees who have worked more than 30 days for DuPage Township
  
- Sick leave is not available to the following employees:
  - Full-time employees who have worked less than 30 days for DuPage Township;
  - Part-time employees;
  - Seasonal employees;
  - Temporary employees; and
  - All other employee classifications not listed as eligible for leave.

If you have questions regarding the amount of sick leave to which you are entitled to please contact the Township Supervisor or Assessor.

#### **Notification Requirements**

Full-time Employees are required to provide notice to their immediate supervisor, at least thirty minutes (30 min) prior to the start of their shift via phone call to their supervisor's cell phone or the front desk, of their intent to take sick leave. When returning to work you must put your request in to the Township Supervisor or Assessor for approval through the payroll application.

## Short-Term Disability

A full-time employee who is injured or ill may qualify for short term disability. Please see the Township Administrator for questions regarding eligibility.

## Medical Certification

DuPage Township may require a signed, written statement from the employee's physician to verify your illness or injury if using sick leave. Any employee that is out on sick leave longer than two days may be required to provide a doctor's note.

## Sick Leave Not Used

Sick leave that is not used during the year will carry forward to the next year. Unused sick time will not be paid out upon ending employment with DuPage Township but can be used for obtaining additional IMRF service credit upon retirement.

The number of days of leave is determined by the following:

For Full-time employees:

### Years of Employment

0-1 year

1-or more years

### Eligible Days of Sick Leave

One (1) day per month is accrued

Twelve (12) days given the first day of the fiscal year, April 1st.

## Maternity/Paternity Leave

Any employee (or spouse of an employee) who adopts or gives birth is entitled to 4 weeks of paid leave.

## 3.2 Vacation

DuPage Township provides paid vacation to eligible employees in accordance with the following policy:

### Eligible Employees

Employees eligible to take accrued vacation leave include the following:

- Full-time employees who have worked more than one year
- Those employees who are not eligible to take vacation leave include:
  - Full-time employees who have worked less than six months;
  - Part-time employees;
  - Seasonal employees;
  - Temporary employees; and
  - Interns

If you have questions regarding vacation time, please consult the Township Administrator.

## Amount of Vacation Available

The number of vacation days available to eligible employees is determined by the following:

<u>Years of Employment</u>	<u>Available days of vacation leave per year</u>
6-12 Months	5 days
1-4 years	10 days per year
5-9 years	15 days per year
10-19 years	20 days per year
20 years and over	25 days per year

Employees will receive their vacation on their anniversary date.

## Requesting Vacation

To request vacation, you will need to make a written request to the Township Supervisor two weeks in advance of the first day of requested time off.

Reasonable efforts will be made to accommodate vacation requests. However, DuPage Township reserves the right to deny specific vacation dates or times requested in order to ensure that DuPage Township needs are met.

## Vacation Time Not Used

Vacation time not used during the year does not carry forward to the next year. Employees must take their vacation during the year it accrues.

At the time of termination of employment, DuPage Township will pay employees for accrued but unused vacation days.

### 3.3 Personal Time Off

DuPage Township provides two (2) paid personal days to eligible employees in accordance with the following policy:

#### Eligible Employees:

Personal time off is available to the following employees:

- Full-time employees who have worked more than one year

#### Non-Eligible Employees:

The following employees are not eligible to take personal time off:

- Full-time employees who have worked less than one year;
- Part-time employees;
- Seasonal employees;

- Temporary employees; and
- Interns

Employees will receive their personal days on their anniversary date.

If you have questions regarding personal time off, please consult the Township Administrator.

### **Requesting Personal Time Off**

To request personal time off, you should provide at least 24 hours' notice to your immediate supervisor and the Township Supervisor or Assessor. Failure to provide proper notice may result in denial of personal leave requests. Days will only be approved in full day increments.

DuPage Township reserves the right to deny specific requests of certain dates or times requested for personal time off to ensure that DuPage Township needs are met.

### **Personal Time Not Used**

Personal time off not used during the year it is accrued does not carry forward to the next year. Employees must take their personal time off during the year it accrues.

### **3.4 Time off to Vote**

All Employees are requested to vote before or after work if possible. However, if polls are open only during work hours or you are unable to vote before or after work, registered voters may take time to vote during work so long as the time taken does not exceed two hours. Employees must request time off to vote in advance of the election date, and DuPage Township reserves the right to specify the time frame during which the employee may be absent to vote.

### **3.5 Jury and Witness Duty**

All employees are granted time off from work to perform jury duty or if summoned to testify as a witness.

Paid time off for jury duty or witness testimony will be granted for all employees at their base rate of pay for the number of hours they would normally have worked in any day, less the amount of money received from the courts. Any checks received from the courts should be signed over to DuPage Township upon receipt of the check.

The employee will still accrue vacation, sick leave, and holiday benefits during jury duty leave.

### **Requesting Leave**

To request time off employees must provide a copy of the jury or witness summons to the Township Administrator within 10 days of receipt.

### **Return to Work**

While serving on a jury or testifying as a witness, employees are required to advise their immediate supervisor or the Township Administrator about their availability for work each day. Employees who are

released from jury duty or witness testimony during the work day are expected to report to work immediately.

### **3.6 Military Leave**

DuPage Township will comply with all applicable federal, state and local laws providing military leave and benefit protections to employees. Please direct any questions or requests for leave to the Township Administrator.

#### **YOUR RIGHTS UNDER USERRA**

##### **A. THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System.

USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

##### **B. REEMPLOYMENT RIGHTS**

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after conclusion of service; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

##### **C. RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

If you:

are a past or present member of the uniformed service;

- have applied for membership in the uniformed service; or
- are obligated to serve in the uniformed service;

then an employer may not deny you

- initial employment;
- reemployment;
- retention in employment;
- promotion; or

- any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.