

DATE: February 5, 2026

MEMO TO: Gina Roberts, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: (1) Recommend approval of an Ordinance amending Personnel Policy 4.3 – Military Training and Leave of Absence; and (2) approve amendments to the Procedures Section of Personnel Policy 4.3.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There is no immediate direct financial impact to these changes.

BACKGROUND: Staff recommends changes to the District’s Personnel Policy 4.3 – Military Training and Leave of Absence to align with recent changes in State law.

The Illinois Military Leave Act, 820 ILCS 151, (the “Act”) requires covered employers to provide certain paid and unpaid leave benefits related to military training and service. Effective August 1, 2025, the State amended the Act to provide paid leave benefits for eligible employees to participate in honor guard details for veterans’ funerals. Eligible employees will be compensated for up to eight hours of paid leave per month, with a cap of 40 hours per year, for participating in funeral honors details.

Additionally, staff recommend changes to the Procedure Section of Personnel Policy 4.3 to (i) implement the proposed amendments regarding funeral honors detail leave, and (ii) clarify how annual military training leave is compensated. Under the Illinois Service Member Employment and Reemployment Rights Act, 330 ILCS 61, full-time public employees are entitled to 30 days of paid annual training leave. After 30 days, they receive differential compensation.

Personnel Policy 4.3 – Military Training and Leave of Absence needs to be amended to include these changes for alignment with State law requirements. The recommended changes also clarify the related eligibility, notification and documentation requirements.

Staff recommends that amendments to Personnel Policy 4.3 – Military Training and Leave of Absence and the related Procedures be approved.

REVIEW BY OTHERS: Director of Finance, Deputy Director of Human Resources & Risk, Manager of Board Operations, Corporate Counsel.

MOTION: Motion to (1) recommend approval of an Ordinance amending Personnel Policy 4.3 – Military Training & Leave of Absence in the District’s Personnel Policies & Procedures; and (2) approve an amendment to the Procedure Section for Personnel Policy 4.3 in the form attached to this memorandum, conditioned upon Board of Commissioners approval of the recommended Ordinance.

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING PERSONNEL POLICY 4.3 – MILITARY TRAINING
AND LEAVE OF ABSENCE**

WHEREAS, on March 19, 1976, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, the Illinois Military Leave Act, 820 ILCS 151, was recently amended to modify certain paid leave benefits related to military training and service; and

WHEREAS, it is in the best interests of the District to amend the Policies with respect to Policy 4.3 – Military Training & Leave of Absence (the “Policy”), for conformity with amendments to the Illinois Military Leave Act; and

WHEREAS, the amended Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amended Policy”);

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, **THAT**:

Section 1: Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2: Approval of Amended Policy. The Amended Policy is hereby approved, and the Policies are hereby amended to include the Amended Policy.

Section 3: Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this ____ day of _____, 2026

AYES:

NAYS:

APPROVED this ____ day of _____, 2026

Jessica Vealitzek, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. ____



4.3 Military Training & Leave of Absence

Effective Date: August 15, 1980

*Revision Date: May 27, 1994, April 9, 2013, July 15, 2015, July 11, 2018, January 10, 2019,
[February 11, 2026](#)*

Policy

It is the policy of the District to provide, as the law provides, employees in military service with leave compensation where appropriate, reinstatement and restorations of employment opportunities. Military training leave shall be granted without loss of benefit leave.

In accordance with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), a leave of absence, shall be granted to employees who leave their positions and enter military service or attend military training.

[In accordance with the Illinois Military Leave Act, eligible employees serving in a funeral honors detail for a veteran's funeral will be provided up to eight hours of paid leave per month to perform those services up to a maximum of 40 hours per year.](#)

Procedure

1. To notify the District of annual training leave, the employee should submit their Official Orders to their Department Director and the ~~Manager of~~ Deputy Director of Human Resources and Risk. Full-time employees will receive their regular compensation for periods of annual training leave or orders in lieu of annual training, with a maximum of 30 days per calendar year.
2. To notify the District of active duty leave, the employee should submit their Official Orders to their Department Director and the Deputy Director of Human Resources and Risk. Full-time employees will receive up to 60 days of differential pay.
- ~~2.~~3. For military funeral honors detail leave, employees who have been employed for at least 12 months with at least 1,250 hours of service in the 12 months immediately preceding the commencement of the leave are eligible for this paid leave. To notify the District of participation in a funeral honors detail for a veterans' funeral, the employee must provide reasonable notice to their Department Director and the Deputy Director of Human Resources and Risk. The District may request confirmation from the relevant veterans' service organization that dispatched the employee to the funeral honors detail, or any official notice provided to the employee in relation to the funeral honors detail, as proof of participation.