

**Village of Bloomdale
Meeting Minutes
Handbook Committee
May 19, 2026**

Opening:

The Handbook Committee meeting of the Bloomdale Village Council was called to order by Mayor Bethany Vincent at 7 pm. Brooke Moore, Tom Miller, and Becky Drake were all present. Also present was Ada Kitchen, Fiscal Officer-Clerk.

Beth had prepared several options with regards to the wording of the Pay Day and Vacation sections of the Handbook.

The Handbook Committee is going to ask all Council members to provide input on the updated wording for the Pay Day section. Below are the options that were previously prepared and presented to the Handbook Committee:

As the paragraph currently reads:

Pay days shall be on the first and sixteenth of every month after 11:30 a.m. except when a holiday may be in conflict. If a pay day falls on a holiday, then pay day will be on the previous business day.

Option A, removing 11:30 am and adding in weekend exception, previous day: Pay days shall be on the first and sixteenth of every month except when a holiday or weekend may be in conflict. If a pay day falls on a holiday or weekend, then pay day will be on the previous business day.

Option B, removing 11:30 am and adding in weekend exception, next day: Pay days shall be on the first and sixteenth of every month except when a holiday or weekend may be in conflict. If a pay day falls on a holiday or weekend, then pay day will be on the next business day.

Option C, removing 11:30 am and changing to Wednesdays, previous day: Pay days shall be on the Wednesday following the second and fourth Tuesday of every month after a Council meeting has been held except when a holiday may be in conflict. If a pay day Wednesday falls on a holiday then pay day will be on the previous business day.

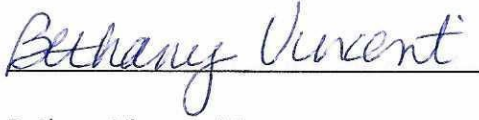
Option D, removing 11:30 am and changing to Wednesdays, next day: Pay days shall be on the Wednesday following the second and fourth Tuesday of every month after a Council meeting has been held except when a holiday may be in conflict. If a pay day Wednesday falls on a holiday then pay day will be on the next business day.

Also discussed was the Vacation section of the Handbook. Becky indicated that older resolutions had language dealing with taking vacation as a "use it or lose it" benefit. Several options were discussed including paying out vacation if not used within the year, losing the vacation if an employee didn't use it (use it or lose it), or allowing vacation time to carry-over into the next year without a maximum allowed. The Committee agreed that they would present Council with the following option regarding vacation:

Option G, correcting "of" and vacation carry-over, with a maximum allowed: After one (1) year of continuous service each full-time employee shall be entitled to one (1) week of paid vacation. After three (3) years of continuous service each full-time employee shall be entitled to two (2) weeks of paid vacation. After seven (7) years of continuous service each full-time employee shall be entitled to three (3) weeks of paid vacation. After fifteen (15) years of continuous service each full-time employee shall be entitled to four (4) weeks of paid vacation. The maximum available earned vacation benefit shall be four (4) weeks of paid vacation.

Any vacation days a full-time employee has earned, anniversary-to-anniversary, and has not redeemed, shall be carried-over into the next year, anniversary-to-anniversary with a maximum of 5 days carry-over allowed. Upon death, retirement, resignation, or termination, any earned and unredeemed vacation days shall be paid out on the final pay-period check.

Meeting Adjourned: Becky motioned to adjourn at 7:39 pm.



Bethany Vincent, Mayor



Kathy Simon, President of Council

DATE: May 26, 2018