

301. Military Funeral Honors Leave

Effective Date: 08/01/2025 Revision Date:

In accordance with the Illinois Military leave Act (SB 220), the City provides up to 40 hours of paid leave per calendar year to eligible employees who serve on a military funeral honors detail, including services such as flag folding or playing "taps." Eligibility requires 12 months of employment, at least 1,250 hours worked in the preceding 12 months, and that the employee be trained and authorized and an active or retired member of the US Armed Forces or the National Guard. This leave is paid at the employee's regular rate, may be taken intermittently, is provided in addition to other available leave, and will not result in the loss of accrued benefits; reasonable advance notice and documentation may be required when practicable.

302. Neonatal Intensive Care Leave

Effective Date: 06/01/2026 Revision Date:

In accordance with the Illinois Family Neonatal Intensive Care Leave Act (NICLA), eligible employees may take job-protected, unpaid leave when a newborn child is admitted to a neonatal intensive care unit (NICU). Employees may take up to 20 workdays of NICU leave. This leave is available to parents and other eligible caregivers and may be taken while the child remains in the NICU.

NICU leave under this policy runs in addition to leave available under the Family and Medical Leave Act (FMLA) and does not reduce an employee's FMLA entitlement. During approved NICU leave, the Company will maintain group health insurance benefits on the same terms as if the employee had continued working.

Employees may elect to use available accrued paid benefit time, including but not limited to vacation, personal, or sick leave, during all or part of the NICU leave period, in accordance with Company policy.

Employees are expected to provide reasonable notice and documentation when practicable.

322. Blood, Platelet, Bone Marrow and Organ Donation Leave

Effective Date: 5/1/2010 Revision Date: 1/1/2026

Blood Donation: Employees who donate blood at a City-sponsored, on-site blood drive will be allowed up to one (1) hour of paid time every 56 days for the purpose of blood donation and two (2) hours of paid time for blood platelet donation. Employees must obtain approval from their supervisor, and their time away from their job will not incur additional costs or coverage issues.

Donations must be scheduled at the beginning or end of the employee's workday. Upon return to work, the employee must provide documentation substantiating the blood donation.

Bone Marrow or Organ Donation: Employees will be entitled to up to ten (10) workdays of paid organ donation leave in any rolling twelve (12)-month period to serve as a bone marrow or organ donor, in accordance with the Illinois Employee Blood and Organ Donation Leave Act. This leave applies to the donation of a major organ, including but not limited to kidney, liver, lung, pancreas, intestine, bone, or skin. Full-time employees will be paid at their regular rate of pay. Part-time employees, effective January

1, 2026, will be compensated at their average daily rate of pay based on the two (2) months immediately preceding the leave.

Time off for organ donation will be designated as Family Medical Leave when applicable, and the proper forms and medical documentation are required to be completed prior to the leave. An employee must obtain approval from their supervisor no less than forty-eight (48) hours prior to using leave time, when practicable.

501. Business Travel Details & Expenses

Effective Date: 07/02/2001 Revision Date: 07/01/2010

Revision Date: 01/01/2026

See also Section 107 Business Ethics and Conduct

Purpose

The purpose of this Travel Policy is to establish guidelines and procedures for employees who engage in City-related travel. The policy is intended to ensure employee safety and well-being, promote fiscal responsibility, and provide a consistent and efficient process for arranging and reimbursing business travel.

The City's objectives are to conserve public funds, ensure uniform treatment of all employees, and enable employees to effectively perform their job responsibilities while traveling on City business.

Responsibilities

Employees traveling on City business act as representatives of the City and are expected to adhere to all applicable City policies while attending conferences, training sessions, or assisting other municipalities or governmental entities. Employees must exercise sound judgment and discretion when using taxpayer funds and limit expenses to reasonable and necessary amounts, consistent with what they would incur if traveling at their own expense.

Employees should refer to the [Travel Reimbursement Procedure](#) for detailed requirements related to allowable expenses, documentation, and reimbursement. This procedure is subject to change and should be reviewed prior to travel. Questions regarding travel policies or reimbursement should be directed to the employee's supervisor or the Finance Office.

Timekeeping for Non-Exempt Employee Travel

(See also Section 401 – Timekeeping)

An employee's normal work week may be temporarily adjusted to an alternate schedule to accommodate business-related travel and conference attendance.

For same-day travel to another city, non-exempt employees will be compensated for travel time that exceeds their normal commuting time. Standard meal periods will be deducted from hours worked.

For overnight travel, only the time spent traveling as a passenger that occurs during the employee's normal work hours will be considered hours worked. This applies even if the travel occurs on a Saturday, Sunday, or holiday on which the employee does not normally work. Standard meal periods will be deducted from hours worked.

Employees who are required to drive as part of their travel will be compensated for all hours worked while driving.

When travel involves crossing time zones, hours worked must be calculated based on actual elapsed time, not clock-time adjustments resulting from time zone changes.

111C. Public Fund Solicitation & Donation Acceptance Policy

Effective Date 1/1/2026

To ensure that all fundraising, solicitation, and donation acceptance conducted in the name of the City of O'Fallon complies with the Illinois Constitution, City financial controls, and applicable ethical standards, and to avoid any appearance of coercion or undue influence, the following policy applies:

No individual acting on behalf of the City may solicit funds, donations, sponsorships, or in-kind contributions in the name of the City without:

1. Written authorization from the City Administrator; and
2. Proper notification to the O'Fallon City Council when the solicitation involves a City event, City branding, or City accounts.

No elected official shall solicit donations or sponsorships using City letterhead, City logos or branding, City email accounts, or any document or communication that implies City endorsement, unless such solicitation is part of a City Council-approved program and is authorized through the City Administrator or their designee.

All solicitations must include clear language stating that:

- Donations are voluntary;
- Donations do not influence City decisions; and
- No preference or advantage will be given to donors in City contracting, permitting, regulatory, or enforcement matters.

All monetary and in-kind donations must be accepted solely through the City Finance Department and deposited into a designated City revenue account. No committee, volunteer group, employee, or elected official may accept donations directly unless authorized through a written agreement approved by the City Council.

For each donation received, the City Finance Department shall maintain records documenting the donor's name, the amount or estimated value of the donation, the date received, any purpose or use restrictions, and issuance of an official receipt.

City-held lists or records—including but not limited to water or sewer customer accounts, business licenses, registrations, permit holders, or code enforcement records—shall not be used to generate solicitation targets for donations or sponsorships unless expressly authorized by the City Council and reviewed by the City Attorney for legal compliance.