

Personnel

General Personnel - Religious Holidays

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence. A per diem deduction may also be requested by the employee.

LEGAL REF.: 775 ILCS 5/2-101 and 5/2-102 [Ill. Rev. Stat., ch. 68, ¶¶ 2-101 and 2-102].

Adopted: October 11, 1995