

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, holiday time, or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per day pay deduction may also be requested by the employee.

LEGAL REF: 775 ILCS 5/2-101 and 5/2-102, Illinois Human Rights Act.
775 ILCS 35/155, Religious Freedom Restoration Act .

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