

**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. A per diem deduction may also be requested by the employee.

LEGAL REF.:           775 ILCS 5/2-101 and 5/2-102.

CROSS REF.:

Adopted:               July 8, 1997