

**Personnel**

**General Personnel- Religious Holidays**

The Superintendent shall grant an employee’s request for time off to observe a religious holiday if the employee gives at least five days’ prior notice and the absence does not cause an undue hardship.<sup>1</sup>

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

Adopted: July 8, 1997

Reviewed: October 23, 2020

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<sup>1</sup> *Religion* includes “all aspects of religious observance and practice, as well as belief, unless an employer demonstrates that it is unable to reasonably accommodate an employee’s or prospective employee’s religious observance or practice without undue hardship on the conduct of the employer’s business.” 775 ILCS 5/2-101(F). School employers may require employees to provide up to five days’ notice before being absent for a religious holiday. 775 ILCS 5/2-102(E).