

## **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.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

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

ADOPTED: October 24, 2017

REVISED: October 27, 2022