

## General Personnel

### Religious Observances

**Please refer to the current “Agreement between the Special Education District of Lake County, Illinois and the SEDOL Teacher’s Union, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.”**

**Please refer to the current “Contractual Agreement between the Special Education District of Lake County and SEDOL Support Staff Association, IEA/NEA.”**

Full time staff shall be granted two (2) days of leave with pay for required observance of a recognized religious day of that staff member’s faith when such observance is not possible outside working hours. For part-time staff, religious leave shall be prorated. Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least two (2) days written advanced notice and the absence does not cause an undue hardship.

Religious Observance Leave shall not be cumulative, nor shall it be deducted from sick leave or personal business leave.

If religious leave has been exhausted, the staff member may utilize available personal business leave days with pay for a religious observance, when such observance is not possible outside working hours. Should the religious observance occur on days immediately preceding or following a school holiday or vacation period, the staff member shall designate in writing that the personal leave is for religious purposes. A per diem deduction may also be requested by the employee, if all personal business leave days have also been exhausted.

Written documentation may be requested to verify that the required religious observance is not possible outside of working hours.

LEGAL REF.: 775 ILCS 5/2-101 and 5/2-102, Illinois Human Rights Act  
775 ILCS 35/15, Religious Freedom Restoration Act

CROSS REF.: 5:250 (Leaves/Absences), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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