General Personnel

Religious Holidays

The CEO or designee 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 for the absence, provided such time is consistent with NKEC's operational needs. A per diem wage deduction may also be implemented if all PTO has been utilized.

Legal Reference: 775 ILCS 5/2-101 and 5/2-102, Ill. Human Rights Act.

775 ILCS 35/155, Religious Freedom Restoration Act.

Revised: March 21, 2023, and April 5, 2023.

Board Adoption Date: May 8, 2023.