

PERSONNEL

GENERAL PERSONNEL - RELIGIOUS OBSERVANCES

Supervisors shall grant an employee's request for time off for religious observance if the employee gives at least 5 days prior notice and the absence does not cause an undue hardship.

Employees must use earned vacation time or personal leave to make up the absence. If no vacation time or personal leave is available, the employee's pay shall be reduced for the time he or she is absent.

LEGAL REF.: Illinois Human Rights Act, Sec. 2-101 and 2-102 (775 ILCS 5/2-101 and 5/2-102).

Adopted: March 12, 1998