

## **General Personnel**

### **Religious Holidays**

**Please refer to the applicable collective bargaining agreement.**

**For employees not covered by a current applicable bargaining agreement:**

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

ADOPTED: August 17, 2017