GENERAL PERSONNEL

Administrative Procedure - Religious Holidays

The Superintendent shall grant an employee’s request for time off to observe a religious holiday if the employee gives at least 5 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. A per diem deduction may also be requested by the employee.

Nothing in this policy shall be construed to deny the employee the right to engage in work, during hours other than the employee’s regular working hours, consistent with the School District’s operational needs, to compensate for work time lost for religious reasons. An employee who elects such deferred work shall be compensated at the wage rate which he or she would have earned during the originally scheduled work period.

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

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