

## **General Personnel**

### **Religious Holidays**

The Superintendent 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.

For those employees in the collective bargaining agreement, please refer to the collective Bargaining Agreements between the Creve Coeur Education Association/IEA/NEA, the Creve Coeur School Service Personnel Association/IEA/NEA and the School Board.

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

Approved: February 2018