**Section 530.320 Leave Criteria**

a) A committed person who has been promoted to Level III or above may apply for a leave in accordance with 20 Ill. Adm. Code 455. Leaves of three days or less may be granted to:

1) Visit family members or others at home, to visit critically ill relatives or to attend a relative's funeral.

2) Obtain medical, psychiatric or psychological services.

3) Appear before educational panels, study groups or other groups regarding crime or criminality.

b) A committed person who has been promoted to Level IV, who is within sixty days of his mandatory supervised release or parole eligibility date and who is free of any disciplinary restriction may apply for an extended home and family leave of up to 14 days.

c) An application for a home and family leave shall be submitted to the committed person's correctional counselor at least 15 days prior to the proposed leave date.

d) All leave expenses are the sole responsibility of the committed person.

e) A committed person's employment and/or school attendance shall not be disrupted by a leave without prior approval by the correctional counselor and the Chief Administrative Officer.

f) Leaves are subject to the approval of the Chief Administrative Officer. A leave to an area outside of the State of Illinois shall be subject to the approval of the Director or his designee.