**Section 1.210 Extensions of Time − Continuances of Hearing − Waivers of Compensation for Continuances**

a) The Commission, or an Administrative Law Judge appointed by it to conduct a hearing, may, for good cause shown on timely motion after notice to the opposite party, extend the time for filing any pleading or may continue the date of a scheduled hearing for a limited period.

b) Granting or denying a continuance of a scheduled hearing is within the discretion of the Commission or the Administrative Law Judge.

c) Motions for extensions or continuances are not timely unless asserted at least 48 hours prior to the time scheduled for filing or hearing, except for emergencies, including but not limited to serious illness, family death or family emergency relating to the party or the representative for the party.

d) The granting of a request for continuance by the employee in a discharge appeal will, under normal circumstances, constitute a voluntary waiver of any claim to compensation for the period of the continuance if the employee is ordered retained in his or her position.

e) Requests for continuances must be preceded by contacting the opposing party, either orally or in writing, and asking for agreement to the continuance.

f) An employee's request for the first continuance in the case of a demotion or disciplinary appeal must be made in writing.

(Source: Amended at 42 Ill. Reg. 16395, effective September 1, 2018)