**Section 420.830 Holidays**

a) Authorized Holidays: All scheduled employees shall have time off, with full salary payment, on the following holidays or dates when the holidays are observed:

 New Year's Day

 Martin Luther King Day

 Lincoln's Birthday

 Presidents' Day

 Memorial Day

 Independence Day

 Labor Day

 Columbus Day

 Veteran's Day

 Thanksgiving Day (which shall include the Friday immediately following)

Christmas Eve

 Christmas Day

 General Election Day (on which Members of the House of Representatives are elected)

 and any additional days proclaimed as holidays by the Governor or the Secretary of State of the State of Illinois or by the President of the United States.

b) Holiday Observance: Subject to any applicable federal or State laws, when employees are scheduled and required to work on a holiday, equivalent time off will be granted within the following 12 month period at a time convenient to the employee and consistent with the department's operating needs.

c) Holiday During Vacation: When a holiday falls on an employee's regularly scheduled work day during the employee's vacation period, the employee's account will not be charged for accrued vacation time for that day.

d) Eligibility for Holiday Pay: To be eligible for holiday pay, the employee shall be in pay status for the total scheduled hours on the employee's last scheduled work day before the holiday and first scheduled work day after the holiday unless absence on either or both of these work days is for good cause and approved by the department. Dock in pay approved in accordance with FMLA shall be deemed the same as pay status for purposes of this Section.

e) Holidays − Regional or Special: The Secretary or the Director of Personnel may grant employees full or partial days off with pay to meet the unique needs of any region or area within the State. Special time off shall not accrue to any other employee in any other region or area of the State. The Secretary or the Director of Personnel may grant employees full or partial days off with pay to meet the special needs of the Office of the Secretary of State.

(Source: Amended at 36 Ill. Reg. 12125, effective July 16, 2012)