**Section 500.330 Holidays**

a) Authorized Holidays: All employees shall have time off, with full salary payment, on the following holidays:

 New Year's Day

 Martin Luther King Day

 Lincoln's Birthday

 Washington's Birthday

 Memorial Day

 Independence Day

 Labor Day

 Columbus Day

 Veterans' Day

 Thanksgiving Day

 Day after Thanksgiving

 Christmas Day

 General Election Day (on which members of the House of Representative are elected)

 and any additional days proclaimed as holidays or non-working days by the Comptroller of the State of Illinois or by the President of the United States.

b) Holiday Observance: Where employees are scheduled and required to work on a holiday, equivalent time off will be granted within the following twelve 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, an extra day shall be added to the employee's vacations.

d) Eligibility for Holiday Pay: To be eligible for holiday pay, the employee shall work 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 head. Intermittent employees are eligible for holiday pay under conditions stated in Section 500.225(b)(5).

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

(Source: Amended at 21 Ill. Reg. 13294, effective September 15, 1997)