**Section 212.290 Holidays**

a) Authorized Holidays: All full-time employees shall have time off, with full salary payment, on the day designated as a holiday for the following:

 1) New Year's Day

2) Martin Luther King Day

3) Lincoln's Birthday

4) Washington's Birthday (President's Day)

5) Memorial Day

6) Independence Day

7) Labor Day

8) Columbus Day

9) Veteran's Day

10) Thanksgiving

11) Christmas Day

12) General Election Day (on which members of the House of Representatives are elected). Notwithstanding, employees who are required to work regular hours on General Election Day shall be granted one and one-half days of compensatory time (11.25 hours). Employees who are required to work a 12-hour shift on General Election Day shall be granted two days of compensatory time (15.0 hours). Temporary employees shall not be compensated for non-working days or holidays.

13) Any additional days proclaimed by the Governor of the State of Illinois or the President of the United States.

b) Holiday Observance: Where employees are scheduled and required to work on a holiday, equivalent time off shall be granted within the following 12-month period at a time convenient to the employee and consistent with the Office'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 accumulated vacation days.

(Source: Amended at 42 Ill. Reg. 5024, effective February 28, 2018)