**Section 303.250 Vacation Eligibility**

a) Employees, except emergency and temporary employees, shall earn vacation time. No employee on leave of absence may earn vacation except when the leave was for the purpose of accepting a temporary working assignment in another class.

b) Eligible employee shall earn vacation time in accordance with the following schedule:

1) From the date of hire until the completion of 5 years of continuous service: 10 workdays per year of employment.

2) From the completion of 5 years of continuous service until the completion of 9 years of continuous service: 15 workdays per year of employment.

3) From the completion of 9 years of continuous service until the completion of 14 years of continuous service: 17 workdays per year of employment.

4) From the completion of 14 years of continuous service until the completion of 19 years of continuous service: 20 workdays per year of employment.

5) From the completion of 19 years of continuous service until the completion of 25 years of continuous service: 22 workdays per year of employment.

6) From the completion of 25 years of continuous service: 25 workdays per year of employment.

c) Vacation time shall be earned in workdays and computed in hours. After an employee's earned vacation time has been so computed, if there remains a fractional balance of ½ hour or less, the employee shall be deemed to have earned vacation time of ½ hour in lieu of the fractional balance. If there remains a fractional balance of more than ½ hour, the employee shall be deemed to have earned a full hour of vacation time in lieu of a fractional balance.

d) Computation of vacation time of State employees who have interrupted continuous State service shall be determined as though all previous State service that qualified for earning of vacation benefits is continuous with present service. This subsection (d) applies to vacation time earned on or after October 1, 1972.

e) The Director may establish a plan for the determination of incoming vacation time upon entry to state service for individual employees not subject to a collective bargaining agreement.

(Source: Amended at 48 Ill. Reg. 9537, effective June 20, 2024)