**Section 500.340 Vacation**

a) Eligibility: Employees, except emergency, temporary, and those paid pursuant to Part II, Section 3, of the Pay Plan, 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) On and after July 1, 1979: Eligible employees shall earn vacation time in accordance with the following schedule:

1) From the date of hire until the completion of five years of continuous service: 10 working days per year of employment.

2) From the completion of five years of continuous service until the completion of nine 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 may be taken in increments of not less than ½ day at a time, any time after it is earned, provided the employee has at least six months of continuous service since latest date of hire. Vacation time shall not be accumulated for more than 24 months after the end of the calendar year in which it is earned.

d) Prorated vacation time for intermittent employees: Intermittent employees shall earn vacation in accordance with the schedule set forth in subsection (b) of this Section on a prorated basis.

e) Computation of vacation time of State employees who have interrupted continuous State service shall be determined as though all previous State service which qualified for earning of vacation benefits is continuous with present service.

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