235 Other Time Off

== 235.1 Time Off to Take Tests

Certified staff may take time off with pay to take personnel examinations administered by CMS. Time off should be requested reasonably in advance of the exam date. It may not exceed one work day per fiscal year (July 1 through June 30) and must be used in increments of not less than one-half (1/2) hour at a time.

235.2 State Service Job Interviews

Employees scheduled for interviews for other Healthcare and Family Services positions are allowed excused time with pay. Travel expenses are not reimbursed.

Employees scheduled for interviews for Illinois State Service jobs outside Healthcare and Family Services are allowed excused time with pay for interviews only in the county in which they work. Travel expenses are not reimbursed.

Time off is allowed only for scheduled job interviews. To qualify for excused time with pay, you must submit documents scheduling interviews or have your supervisor inquire about scheduled interviews. Time sheets should be marked present for such time, but should show how the time was actually used.

235.3 This Section was Intentionally Left Blank

== 235.4 **School Visitation**

You may be granted leave to attend your child's school conferences, activities and functions if such activity cannot be scheduled outside of work hours. You may use up to 24 hours of unpaid leave during any school year. Requests for leave may be approved in increments of one hour or half day, with no more than four hours taken in any given day.

To be considered for this leave, you must provide your supervisor with a written request to use School Visitation Leave at least seven calendar days in advance of the date you wish to be off work. Supervisors will make every effort to accommodate requests to use School Visitation Leave; however, the request may be denied if it unduly disrupts office operations. In emergency situations, School Visitation Leave may be granted upon 24 hours notice.

You may choose to make up the time you are off work. You must inform your supervisor at the time you request the leave that you want to make up the time. Once your supervisor has authorized your make up time, you will not be permitted to change your decision. If you are scheduled to work overtime on the day you use School Visitation Leave, the overtime worked will be counted toward your make up time. You will be paid at your normal hourly rate of pay for the hours you make up and your supervisor will designate when you can make up the time. Make up time must be completed prior to the end of the pay period following the date of the leave. You may make up time in one hour or half-day increments. If the balance of your make up time is less than one hour, the entire balance shall be made up at once.

Upon return from School Visitation Leave, you must provide your supervisor written documentation from a school administrator that verifies your participation in the activity for which you requested the leave. Supervisors will forward the School Visitation Leave Request form and your verification of participation in the school function to the Division of Personnel and Administrative Services. If you fail, to submit such verification to your supervisor within two workdays of the school activity, you may be subject to disciplinary action.

235.5 **Jury Duty**

Employees in active pay status are entitled to time off with pay for the time that you must be away from work for jury duty. The absence is permitted to complete the required service only. It is not a blanket authorization to be away from work on the days of service. When excused on a day-to-day basis, you are expected to report back to your agency job. You are excused for that time necessary, plus reasonable travel time, both in the morning and in the afternoon. Unless you choose to use vacation or personal business, you must submit payment for such service to the department. You may retain any travel reimbursement received for this service.

235.6 Voting in Elections

You have a right to use available personal business or vacation time for a two-hour period between the time of the opening and closing of polls on primary or general election days for the purpose of voting. This right is limited to general or special elections and at any election at which propositions are submitted to popular vote. You must request the absence before the scheduled day of the election. The department may specify the hours during which you may be absent.

235.7 Intolerable Physical Working Conditions

In extreme circumstances where physical working conditions appear to be intolerable (for example, a power outage resulting in no lights), the head of the office may excuse staff for no more than one hour to ensure staff safety and to allow time to decide about work attendance. You are given specific instructions about how and where to report at the end of the hour. If more time is needed to reach a decision, the excused time will be lengthened.

235.8 Time Off to Donate Blood or Organs

01-05-2005

A. If you are in active pay status and have been employed for six months, you may take up to one hour of paid time off no more than once every 56 days to give blood and up to two hours of time off no more than 24 times in a 12 month period to give blood platelets at a location that is away from the work site. Upon return to work, you must provide verification that such donation did occur. Failure to provide verification could result in disciplinary action.

B. If you are in active pay status and have been employed for six months, you may be granted up to 30 days of paid leave with proper approval for donation of an organ or bone marrow. Upon return to work, you must provide verification that such donation did occur. Failure to provide verification could result in disciplinary action.

235.9 Excused Time

Excused time is time off with pay for a purpose that has been approved by the head of the office after consultation with the Division of Personnel and Administrative Services.

== 235.10 Inclement Weather

A. Determination of Inclement Weather

The Division of Personnel and Administrative Services decides whether inclement weather conditions exist.

B. Use of Benefit Time During Inclement Weather

There is no extended tardiness on inclement weather days. If you are delayed or prevented from reaching an open work site by inclement weather, you must account for the absence by using personal business leave, accrued vacation or other accumulated unused time. You may not use sick leave for absence due to inclement weather.

When inclement weather is declared during a work period, supervisors may release employees who choose to use personal business leave, accrued vacation, other accumulated unused time with the exception of sick leave, or an employee may choose unpaid time, for the absence. Supervisors must assure that sufficient staff remain at the work site to keep it open and operational until the end of the work period.

In locations where inclement weather status has been declared, personal business leave may be used in increments of one-half (1/2) hour.

235.11 Emergency Shutdown of Work Sites

When a condition beyond the control of the department such as equipment failure, fire, flood, snow, tornado or other natural disaster, or interruption of essential utilities disrupts work, the director or the director's designee may close a work site. The affected administrative unit will be advised of what action to take and will advise employees accordingly.

When your work site is closed as a result of an emergency shutdown, you will be reassigned to another work site if possible. If you cannot be reassigned, you will be paid for time in non-work status. If you are already scheduled to be off when an emergency shutdown occurs, your time off will be charged as it was approved.