**Section 302.510 Temporary Layoff**

An operating agency may temporarily lay off any employee for not more than five scheduled workdays in any 12-month period as a result of or for lack of work or lack of funds. Based on class, location, funding, agency or other designation, and taking into consideration continuous service and performance, the temporary layoff of employees shall occur within an organizational unit justified by operations. The head of the operating agency shall notify the Director of any temporary layoff, its organizational unit, the name of any employee temporarily laid off and the reason(s) therefor prior to the effective date of the temporary layoff.

(Source: Amended at 9 Ill. Reg. 7907, effective May 15, 1985)