**Section 303.270 Vacation Schedule and Loss of Earned Vacation**

a) In establishing vacation schedules, the agency shall consider both the employee's preference and the operating needs of the agency. In any event, upon request, vacation time must be scheduled so that it may be taken not later than 24 months after the expiration of the calendar year in which such vacation time was earned. If an employee does not request and take accrued vacation within such 24 month period, vacation earned during such calendar year shall be lost.

b) In any calendar year in which an employee is subject to one or more non-bargaining unit furlough programs and completes full participation as verified by the employing agency in all such programs to which the employee was subject, vacation time that would have been lost will instead be permitted to accumulate for an additional 12 months.

c) Vacation time may be taken in increments of not less than ¼ hour after a minimum use of ½ hour any time after it is earned. Employees subject to a non-bargaining unit furlough program may substitute accrued vacation time for furlough time in order to remain in paid status. Utilization of accrued vacation time for furlough must be in ½ day or full day increments and must be in accordance with furlough program requirements.

(Source: Amended at 35 Ill. Reg. 1587, effective January 14, 2011)