**Section 630.120 Limitation**

a) The rules of the Department of Personnel (Department) in the Office of the Treasurer (80 Ill. Adm. Code 610, 620, 630, and 640) and the related official policy are not grievable matters. Probationary terminations, charges seeking discharge, demotion, or suspension totaling more than thirty (30) days in any twelve (12) month period of certified employees, appeals of allocation of duties, or transfers from one area to another are not subject to the grievance procedures.

b) An employee shall be allowed reasonable time during working hours for the presentation of a grievance, provided the employee has obtained permission from his/her immediate supervisor and the employee's absence will not interfere with agency operations.