Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. The University permits an employee to observe religious holidays, which are not included within the paid holidays observed by the University.

2. The administrative authority should consider the effect on departmental function before granting time off for such observances of religious holidays.

3. The employee must charge the time off to accrued compensatory time, if applicable, paid vacation or Leave of Absence Without Pay, in that order.

Procedure

1. An employee must request time off for religious holidays at least one week in advance of the date the holiday is to be observed.

2. Employees must complete and submit the appropriate Time Off From Work Form or other form (electronic or otherwise) as designated by their organizational unit to their administrative authority for approval as soon as possible.