
Type:	A – Educational (Board)	Last Approved: April 28, 2006
Executive Responsibility:	President & Vice-Chancellor	Next Review: Oct., 2015
Administrative Responsibility:	Human Rights Advisor	Policy: 21.08

STATEMENT:

Employees seeking leave from their duties under the *Policy for Accommodating the Observance of a Religious Holy Day* must provide their supervisor with a completed Request for Leave form with specific details at least four weeks prior to the Religious Holy Day.

Supervisors will take all reasonable steps to accommodate the employee's request for leave and to reschedule the employee's hours of work. When rescheduling of an employee's hours of work is not possible, the employee may use annual vacation, accrued overtime, or leave without pay, to cover the day of work that was missed.

Cross Reference:

Policy 21.03	Human Rights Policy
Procedure 21.03.001	Human Rights – Educational Initiatives and Complaint Resolution