



Type:	A – Educational (Board)	Last Approved:	Sept. 24, 2009
Executive Responsibility:	President & Vice-Chancellor	Next Review:	Oct., 2015
Administrative Responsibility:	Human Rights Advisor	Procedure:	21.08.001 21.08.002

STATEMENT:

Vancouver Island University recognizes its obligation to make reasonable accommodation for employees and students who, in order to observe a religious holy day, must miss a day of work, or a required academic event, such as a class, examination, test, or laboratory. Any accommodation that is implemented must maintain the instructor’s capacity to fairly evaluate the student’s performance.

Employees and students are permitted to be absent from work or a required academic event for the purpose of observing a religious holy day, provided that the appropriate procedures have been followed as outlined in the procedure for Student Leave Request for Observance of a Religious Holy Day or the procedure for Employee Leave Request for Observance of a Religious Holy Day.

Cross Reference:

Policy 21.03	Human Rights Policy
Procedure 21.03.001	Human Rights – Educational Initiatives and Complaint Resolution
Policy 96.02	Academic Appeals
Procedure 96.02.001	Academic Appeals
Procedure 21.08.001	Employee Leave Request for Observance of a Religious Holy Day
Procedure 21.08.002	Student Leave Request for Observance of a Religious Holy Day

Forms:

Student Request for Leave Form re Observance of A Religious Holy Day
Employee Leave Request for Observance of a Religious Holy Day.