

The University reasonably accommodates the religious observances, practices, and beliefs of employees with regard to attendance and scheduling of work.

Employees wishing to observe a holy day of their religious faith on a date they are scheduled to work should request leave according to department policy and/or university procedure. Supervisors shall not unreasonably deny employees leave to observe a religious holy day as long as the leave is requested and approved according to department policy and/or university procedure.

Employees may request the use of accrued annual, compensatory, or personal holiday leave, or leave without pay, as appropriate and applicable.

Faculty who wish to observe a religious holy day should make arrangements for other Faculty to conduct their class or may reschedule the class. Annual leave earning faculty (12-month) should also request a day of annual leave.

Supervisors shall not arbitrarily penalize employees who are on approved absence from work because of religious observance. An employee who believes that university policy or practice does not accommodate his/her religious observance may file a grievance.