



HUMAN RESOURCE POLICY & PROCEDURE

Topic: RELIGIOUS OBSERVANCE POLICY		
Policy #:	Version: 1.0	Updated Date: January 2003

Purpose: To establish guidelines for employees who request time off for religious observance.

Scope: All employees

Policy: An employee is allowed excused absence time, without pay, to attend religious services or observe High Holidays. An employee may elect to use accrued vacation time or personal day, if applicable.

Employees are required to submit the Request for Absence form to their manager when requesting an excused absence to attend religious services or observe High Holidays. Time off is granted only with prior approval, but will not be unreasonably withheld.