



Religious Observances Leave Policy

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SECTION I. PURPOSE

This policy describes the University's practice for providing leave for religious observances.

SECTION II. SCOPE AND APPLICABILITY

Regular full-time and part-time hourly and salaried employees (staff/faculty), term appointments, temporary, on-call and student workers are eligible on their first day of employment. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. LEAVE FOR RELIGIOUS OBSERVANCES

All employees are eligible for unpaid leave from their regular work schedule for religious reasons that are not observed by the University provided the activity could not be scheduled during non-working hours.

- Supervisors will allow reasonable time off based on the hours needed provided the employee requests the time off at least two weeks in advance.
- Such time off will be unpaid unless available vacation or PLT (Paid Leave Time) is used.
- Rearrangement of the employee's schedule may be possible instead of unpaid time off with prior supervisory approval.

For questions regarding the guidelines, contact the Benefits Office at benefits@stthomas.edu or 651-962-6520.