

## RELIGIOUS LEAVE

### I. PURPOSE

To allow employees time off in recognition of religious beliefs, customs, and holidays.

### II. SCOPE

This policy applies to all full time permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU).

### III. POLICY STATEMENT

At the discretion of the District, leaves may be granted to allow eligible employees up to three (3) days off from work annually in recognition of their religious beliefs, customs, and holidays. Such leaves must be taken in accordance with guidelines established by the Superintendent or designee.

Any employee intending to take time off from work in recognition of religious beliefs, customs, and holidays must provide written notice to his/her immediate supervisor five (5) days prior to the intended absence.

### IV. RESPONSIBILITY

A. The employee is responsible for reporting absences to his/her supervisor.

B. Senior management is responsible for ensuring the employee's absences are properly coded for pay purposes.

C. Any questions concerning this policy should be directed to the office responsible for human resources.

D. The Superintendent is responsible for ensuring that this policy is followed.

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**Legal References:**

1. Title VII of the Civil Rights Act of 1964, 42 U. S. C. §20000c-2(c)

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**Cross References:**

1. 1009 Non –Discrimination Statement

## Shelby County Board of Education

4024

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### *Administrative Rules and Regulations*

## **RELIGIOUS LEAVE**

In accordance with Board policy, reasonable accommodation shall be made for requests from employees to take time off from work in recognition of their sincerely held religious beliefs, customs and holidays.

#### A. Request for Accommodation

Employees seeking religious leave must submit a written request to his/her immediate supervisor or designee. Requests must (a) be submitted a minimum of five (5) business days prior to the requested time of the leave; and (b) specify the date(s) and as applicable, time(s), and nature of the religious observance.

Within two (2) business days of receipt of a request for religious leave, the immediate supervisor or designee must provide notification to the employee as to whether or not the request is approved. Requests may be denied only when doing so would impose an undue hardship on the District. A written explanation for denial of a request must be provided to the employee.

#### Appeals

Denials of any request for religious leave may be appealed by the employee. An appeal must be filed in writing within one (1) business day from the date of the denial to the office responsible for labor relations. The office responsible for labor relations will investigate the appeal and render its decision within one (1) business day of an appropriately submitted appeal. The rendered decision shall be final.

#### B. Documentation of Leave for Payroll Purposes

Granted religious leaves shall be unpaid unless otherwise requested by the employee to use accrued vacation or personal time. The use of sick days shall be prohibited.