
Time-off For Religious Holidays

Department Policy Number

120 008

Effective Date

November 1, 2001

Purpose

To reasonably accommodate employees who observe religious holidays other than those specified in their union/association agreement.

Definitions

Accommodation is the modification of work rules, practices, and requirements to meet the needs of individual employees.

Policy

Accommodation for religious holidays other than those specified in the union/association agreements will include the use of vacation or other days that the employee is entitled to under their applicable agreement or taking a leave of absence without pay. Part-time staff can also be accommodated by rescheduling the days worked.

Regulation**Procedure**

Employees', who observe a religious holiday that requires time off, should talk to their supervisor about their needs in advance of the holiday as to the possibility of accommodation and the type of accommodation that can be given.

Approved By

Executive Group

Amended Date/Motion No.



Related References, Policies and Procedures

Applicable Legislation/Regulation

[*The Human Rights, Citizenship and Multiculturalism Act*](#)
[*The Canadian Charter of Rights*](#)

Responsible Position/Department

Human Resources

Keywords

Religious holidays