

**Florida A & M University
Office of Human Resources**

HR OPERATING POLICY-PROCEDURE

Procedure No. HR-3009

Subject: Absences for Religious Holidays	
Authority:	Effective Adopted Date: 07/01/1999
Revision(s)	06/27/1996; 3/30/2017
Related References	
Purpose	To establish guidelines for employees in observance of religious holidays.
Signature of Approving Authority	

1.0 General Information

Florida Agricultural & Mechanical University (FAMU) counts on each employee to be at work during their regular scheduled work hours. FAMU recognizes each employee enjoys an occasional day off away from work by using vacation and holiday time. In addition, personal and medical situations may temporarily interfere with an employee's ability to work. The University offers a variety of generous and flexible leave benefits.

2.0 Responsibilities

Employees are responsible for notifying their supervisor in advance to request annual leave in observance of a religious holiday.

Supervisors, Deans and Directors are responsible for denying or approving the request.

3.0 Definitions

A. **Religious Holidays** – A day specified for religious observance.

4.0 Procedures

1. Employees who wish to observe a holy day of their religious faith shall be allowed to use accrued annual, compensatory leave, or leave without pay for the observance of religious holiday.
2. A leave of absence with or without pay must be approved by the immediate supervisor or designee prior to the leave being taken.
3. Faculty employees must make advanced arrangements to have coverage for class or request to

reschedule the class. Please provide notification to the appropriate authority for approval.

4. Employees will be responsible for missed work assignments and permitted a reasonable amount of time to make up work.
5. Supervisor, Deans, Directors shall not penalize employees on approved leave from work because of religious observance.
6. In the event faculty and staff believed the University policies and practices are not accommodating their religious observance, please contact a representative in Employee Relations in the Office of Human Resources. Employee Labor Relations will investigate and insure appropriate corrective action is taken to be in compliance with the University's policy.

5.0 Records

Employee Relations will be responsible for maintaining records of any complaints filed by employees in their personnel file in the Office of Human Resources.