Policy Title: Religious Holidays

POLICY:

In accordance to Board of Regents Religious Holidays policy 3.4.3, Gordon State College has established a procedure for requesting leave to observe religious holidays.

PROCEDURE:

Any student who will miss one or more class sessions due to a religious holiday must provide advanced notice to the instructor of the class prior to the student's absence. The student will be responsible for any work missed as a result of the absence from the class. The student will not be penalized for the absence from the class for the religious holiday in the calculation of final grades as long as advance notice is provided to the instructor and the student expeditiously makes arrangements to complete any missed work upon their return to the class.

Gordon State College ensures that reasonable accommodations are made for staff employees who request time off from regularly scheduled hours for the observance of religious holidays. Any staff employee requesting time off from their regular work schedule should inform their direct supervisor in advance, submit their request for compensatory or annual leave in OneUSG (if applicable), and complete and submit the Request for Absence for Religious Holiday Observance form to the Office of Human Resources. Employees must submit a request for time off to be taken as paid compensatory time or annual leave; as time off without pay; or the employee may be permitted to work alternative work hours (flex-time) as deemed appropriate by the employee's direct supervisor. If an employee is allowed to work alternative work hours to make up the time missed as a result of the religious holiday, the time can be worked either before or after the religious holiday but must be worked within the same pay week so as not to create an entitlement to compensatory time or overtime pay (for non-exempt employees). If an employee is absent during the agreed upon alternate work time, the employee must then take paid annual leave or leave without pay for the religious holiday.

As with staff employees, Gordon State College ensures that reasonable accommodations are made for faculty members who request time off for the observance of religious holidays. In instances where a religious holiday occurs when classes are in session, department heads are responsible for working with faculty to accommodate request for time off for the purpose of religious observations and to ensure coverage of classes in the absence of the faculty member.

*Policy Approval Form must be submitted with this form.