

Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 316**

## **Religious Holidays (unpaid)**

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RESPONSIBLE OFFICE

**Human Resources**

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## **316 Religious Holidays (unpaid)**

### **316.1 Definition**

Employees may be granted approved time off from work to observe their religious holidays which do not coincide with the holidays that are officially observed by Boston University. Such time off will be charged to the employee's accrued Vacation Leave, available Personal Days, available Compensatory Time Off, or taken as Unpaid Time Off.

### **316.2 Eligibility**

Employees must meet the eligibility requirements of the specific type of leave to which the absence will be charged, i.e., Vacation Leave, Personal Days, Compensatory Time Off, or Unpaid Time Off.

### 316.3 Compensation and Benefits

Employees maintain their regular pay and benefits when the absence is charged to their accrued Vacation Leave, available Personal Days, or available Compensatory Time Off. Employees maintain their regular benefits but receive no pay when the absence is taken as Unpaid Time Off.

### 316.4 Requests and Approvals

Employees must submit a written request to their immediate supervisor at least one (1) week in advance of the desired time off. The request must specify the date of the requested absence and the type of leave to which the absence would be charged.

Supervisors are responsible for obtaining departmental decisions and communicating them in writing to the employees. Approvals must clearly define the date of the absence and the type of leave to which the absence will be charged. Department Heads are authorized to approve requests for time off that pertain to this policy.

Approval decisions must take into consideration the staffing and budgetary needs of the department. Requests may be denied on the basis of these or other reasonable considerations.

### 316.5 Related Policies

- 301 [Vacation Leave](#)
- 303 [Personal Days](#)
- 308 [Holidays](#)
- 309 [Compensatory Time Off](#)
- 313 [Unpaid Time Off](#)

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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE

HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [301 Vacation Leave](#)
  - [303 Personal Days](#)
  - [308 Holidays](#)
  - [309 Compensatory Time Off](#)
  - [313 Unpaid Time Off](#)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

Categories: Employment, Non-Represented Staff Keywords: allow, attend, belief, ceremony, Employee Handbook, faith, obligation, worship