

Religious Observance

Section: Time Off	Policy Number: 406
Responsible Office: HR/ HR Services	Effective Date: 06/30/02 Revised: 01/01/04

Scope

Full-time administrators and staff.

Policy

The University observes a number of religious holy days as an expression of its Catholic and Vincentian Mission. Each year a complete schedule of holidays and special days are approved by the President and communicated to the University Community.

Employees who wish to observe a religious holiday that is not included in the University's holiday schedule, may request to do so. Employees may choose to use accrued vacation or personal days.