I. INTRODUCTION (Purpose and Intent)

The USF System recognizes that some religious holidays may fall on a regularly scheduled work day. This policy is intended to set guidelines and to provide a reasonable accommodation for employees to practice their religious beliefs.

II. STATEMENT OF POLICY

The USF System will reasonably accommodate the religious observance, practice and belief of employees with regard to attendance and scheduling of work. Employees wishing to observe a holy day of their religious faith, shall, upon notifying their supervisor, be allowed to take accrued leave or, in its absence, leave without pay to observe a religious holy day of their faith. Each employee is responsible for work missed and will be permitted a reasonable amount of time to make up the work. Faculty will make arrangements for another instructor to conduct the class in his or her absence or reschedule the class.

Complete procedures are outlined on-line in COMPASS (http://compass.custhelp.com/).

*Current Responsible Office: Administrative Services/Human Resources

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.