



RELIGIOUS LEAVE – SUPPORT STAFF

Frontier School Division observes general holidays as provided for under *The Employment Standards Code*. In addition, the Division makes every reasonable effort to accommodate an employee who requests religious leave.

An employee wishing to be absent from duties on regular working days due to the observance of the religious days of the employee’s faith, other than general holidays under *The Employment Standards Code*, may request religious leave up to a maximum of two days.

Religious leave shall be without pay. However, support staff may take vacation leave, a personal day or banked time.

The attached regulations outline the procedures for requesting religious leave.

Adopted September 1, 2009		
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Religious leave may be requested using the following procedures.

1. Employees who wish to take religious leave prior to October 15 shall provide the Division with ten (10) working days notice in writing.
2. Employees who wish to take religious leave after October 15 shall provide notice, by September 30, of all leave required that school year. This will assist the Division to ensure operational requirements are met.
3. Employees who begin employment with the Division at a time other than the start of the school year and who wish to take religious leave, shall provide the Division with written notice of their requirements within ten (10) working days of commencing employment.

Adopted September 1, 2009		
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