

# Employee Request for Leave: Religious Observance Procedure 21.08.001

**VIU Employees needing time off work for religious observance should discuss the issue with their Supervisor, Dean, Director or Regional Campus principal (as appropriate).**

**To reschedule the hours of work:**

Discuss this option with your Supervisor, Dean, Director or Regional Campus principal (as appropriate) and implement if there is agreement to proceed with rescheduling. A Request for Leave Form is not needed if the hours of work can be rescheduled.

**To apply for formal leave:**

Complete the usual Request for Leave Form, indicating whether you are applying for the day as a holiday, time off in lieu of overtime or leave without pay. Attach a note to the form informing your Supervisor, Dean, Director or Regional campus Principal that the requested leave is under procedure 21.08.001.

**Please note:**

This policy and procedure outline an employee's right to have time off work in order to meet a religious obligation and outlines the University's responsibility to accommodate the needs of the employee. Employees or supervisors with any questions about this policy and procedure can call the Human Rights Advisor, local 6430.