

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 5.15

RELIGIOUS HOLIDAYS

It is the policy of the Board, in a flexible and fair manner, to permit and assist employees to observe religious holidays which have not been granted by law. While the granting of leave to such holidays may not always be possible, efforts will be made to accommodate the needs of the employee.

Employees observing religious holidays on days other than the already approved holidays outlined in the holiday policy may apply for Administrative Leave With Pay for the observance of a maximum of two (2) religious holidays per program year.

The time granted for Administrative Leave With Pay for religious holidays is to be made up by being assigned to work within the agency at times when the employee would not normally be scheduled to work.

Except by special permission, the employee will be assigned to work this make-up time in advance of the religious holidays to be taken. The time will be banked for use during the program year. Selection of time to work as make-up must be approved in writing by the Immediate Supervisor.

The employee may also choose to use his/her personal day(s), vacation days, or approved leave without pay for observance of religious holidays. The policies governing use of personal days, vacation days or approved leave without pay must be followed.

If the day(s) granted as Administrative Leave With Pay for observance of religious holidays are not made up by the end of the current year, the employee will have a deduction made in that amount from his/her last pay for the program year or from the final pay if he/she should resign during the year.

For the purposes of this policy, contract year is defined as the period September 1 through August 31.

Adopted: 5/26/98
Updated: 7/24/2012