

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Non-Statutory Religious Observances**

POLICY/PROCEDURE NO. 9.9.0      EFFECTIVE DATE: October 16, 2002      PAGE: 1 OF 2

SUPERCEDES POLICY DATED: June 5, 1991      APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation recognizes and respects the diversity of its employees' religious beliefs and will work with employees to accommodate days and/or time off from work to attend to religious observances. The Corporation shall work with eligible employees to ensure that the leave is granted in accordance to the following criteria:

- service levels are maintained;
- is cost neutral;
- is in accordance with other Corporation Policies, any applicable legislation and any relevant collective agreement provisions; and
- is fair and equitable.

## **PURPOSE:**

To ensure equity in the Corporation's practices for persons of different faiths and religions.

## **SCOPE:**

All employees.

## **PROCEDURE:**

1. An employee requiring a religious leave must make every reasonable effort to inform their supervisor of their need to take such a leave. It is understood that religious leaves are generally prearranged as worship activities follow a set schedule.

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2. An employee eligible for a personal leave for non-statutory religious observances shall, in conjunction with their supervisor, plan to utilize one of the following methods:
  - a. Lieu time
  - b. Vacation
  - c. Shift changes
  - d. Altering days or hours
  - e. Unpaid leave

## **ACCOUNTABILITY:**

Supervisors and employees have shared accountability to ensure adherence to this policy.

## **ADMINISTRATION:**

Human Resources Division

## **CONTACT:**

Human Resources Advisor, Human Resources Division