

POLICY FOR RELIGIOUS OBSERVANCES FOR EMPLOYEES

It shall be the position of Shippensburg University to respect the principle of the separation of church and state, while promoting and encouraging a climate of dignity where individuals are not discriminated against or treated differently because of their religion or national origin.

To foster and advance the precepts of an inclusive environment, a liberal leave policy will be in effect for employees desiring to participate in the religious observances of their particular faiths, creeds or beliefs, as long as the absence of the employee does not pose an undue hardship on the execution of university business or negatively impact the provision of required or needed services.

All employees, except faculty, will be required to submit a leave request at least five (5) days prior to the requested day of leave. The employee will specify that the leave requested is for a religious observance. Supervisors are to respond within two (2) working days after the receipt of the request. If the leave is disapproved, a justification for the disapproval must be in writing. The employee's time shall be charged to an appropriate leave category. If the employee does not have accrued leave, the day can be taken without pay.

Faculty

Faculty who desire to participate in the religious observances of their particular faiths, creeds or beliefs, should provide the dates (in writing) of absences to their respective department chair, dean, and the Provost and Vice President for Academic Affairs, at the beginning of the academic year (including summer). This will provide notice of an impending absence.

Faculty must ensure that their classes are adequately covered during their absences; therefore, requests for said absences should be made on **Request for Approval of Absence for Professional Service or Religious Observance** form, at least two weeks before the absence is to occur. The form can be obtained from the Office of the Provost and Vice President for Academic Affairs.

Approved by President's Cabinet 9/18/95

Revision approved 5/27/97

Revision approved 8/28/00

Revision approved 2/5/01