

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GC

Responsible Office: DIVISION OF HUMAN RESOURCES

RELIGIOUS OBSERVANCE LEAVE

A. PURPOSE

To establish procedures for employee use of religious observance at Anne Arundel County Public Schools (AACPS).

B. BACKGROUND

AACPS recognizes the diversity of religious traditions represented among staff and is committed to providing reasonable accommodations for employees to fulfill religious obligations. An employee whose personal religious beliefs require that the employee be excused from work on certain days when schools or school offices are open may be granted up to 2 days of leave each year without loss of pay.

This regulation shall be implemented in compliance with the provisions of the applicable negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.

C. DEFINITIONS

Religious Observance – a traditional and customary religious practice or activity that occurs when members of the employee’s religious group, in the observance of their fundamental beliefs, engage in religious duties and do not carry on their regular professional or business activities.

D. PROCEDURES

1. Absence without loss of pay for religious observance shall be permitted in accordance with the applicable provisions of the appropriate negotiated agreements or this regulation.
2. An AACPS employee shall be granted up to the equivalent of 2 days of leave with pay per school year for observance of religious holy days when the religion prohibits working or requires worship or an observance that cannot be performed other than during school hours, the religious observance is not otherwise provided in the school

calendar, and working would be difficult or impossible as verified by the proper religious authorities.

3. To request religious observance leave, an employee shall submit a *Leave Authorization Request Form* to the employee's principal or supervisor. The employee must also attach a *Leave Transmittal Form* indicating the name of the holiday. The principal or supervisor shall forward the *Leave Transmittal Form* to the Division of Human Resources for approval.
4. The Division of Human Resources shall review and determine whether the employee's request is eligible for religious observance leave in accordance with this regulation. If the Division of Human Resources determines that the holiday identified by the employee is ineligible for religious observance leave, the request shall be referred to the appropriate principal or supervisor, as designated by the Superintendent, for further consideration and a decision regarding the request.
5. An employee shall provide the employee's principal or supervisor with adequate notice prior to use of religious observance leave.

Regulation History: *Developed by Superintendent 06/10/14
Reviewed by Board of Education 06/10/14
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Note previous Regulation History: *None*