

WVU-HR-38 Religious Accommodation Policy

PURPOSE

To outline the means by which West Virginia University implements religious accommodation provisions in accordance with West Virginia University's Affirmative Action Plan, The West Virginia Human Rights Act and Title VII of the Civil Rights Act of 1964.

SCOPE

This policy applies to all University employees, including those on the regional campuses.

POLICY

West Virginia University recognizes that some employees may observe religious holidays that are not included in the list of University recognized holidays. The University will consider such needs by granting reasonable time off to employees, provided operational problems or hardships within the effected department are not created. Time off to observe a religious holiday must be requested and approved in advance by the supervisor consistent with departmental guidelines. At the supervisor's discretion, time off for religious accommodation shall be charged to the employee's accrued CTO/STO or annual leave, or, made up during the same workweek.

PROCEDURE

Additional information regarding this policy or the proper procedure to follow can be obtained in the [Religious Accommodation Procedure](#).

RESPONSIBILITY FOR IMPLEMENTATION

The immediate supervisor is responsible to review the request and assess if the employee's absence will cause undue operational problems or hardship. The Employee Relations Unit in the Department of Human Resources, at 293-5700 or P.O. Box 6640, is available to answer questions or provide additional information regarding this policy.

RESPONSIBILITY FOR INTERPRETATION

The responsibility for interpretation of this policy rests with the Director of Human Resources, West Virginia University.

EFFECTIVE DATE: September 10, 1998

APPROVED BY: Scott C. Kelley, Vice President