

Madison Metropolitan School District

Religious Absence Policy & Request Form

Pursuant to the Employee Handbook, the District will allow absence from work subject to the terms set forth below for the purpose of observing religious holidays providing the doctrine of the employee's religion and the employee's religious convictions prohibit the employee from working on such holiday. The employee may elect to utilize any paid leave time available (sick leave, vacation, floating holidays, or accumulated compensatory time) in order to remain in a paid status on such observance day(s). If the employee does not elect to utilize paid leave time, such shall be without pay. The employee shall notify the District of his/her intent to utilize paid leave time (sick leave, vacation, floating holidays, or accumulated compensatory time) when making his/her application as set forth below.

A request for absence for the purpose of observing religious holidays shall be made in writing to the Executive Director of Human Resources at least ten (10) work days prior to the requested absence, except for religious holidays that are celebrated between the first day of school and September 15. In the event of the latter, a seven (7) work days prior notice is required.

RELIGIOUS ABSENCE REQUEST

Employee Name _____ B Number _____

Position _____ School/Department _____

Today's Date _____ Calendar Dates Requested _____

Religious Day(s) to be Observed _____ Religion _____

Absence will be: Without Pay Paid with: _____
Pay Type (vacation/personal illness,etc.)

Substitute Required? Yes No

Comments: _____

Supervisor Action:

Approved: Yes No

Signature: _____ Date: _____

Supervisor/Principal Name:

Comments: _____

Human Resources Action:

Approved: Yes No

Signature: _____ Date: _____

Human Resources Director Name:

Comments: _____

Please submit this form to the Department of Human Resources