

School Board of the City of Virginia Beach  
Regulation 4-52.1

**PERSONNEL**

**Religious Holiday Leave**

Leave for religious holiday observance will be governed by this Regulation.

- A. An employee who is absent because of religious holidays observance will be allowed to flex his/her time up to three (3) workdays in any school year.
- B. Request for an absence due to religious holidays will be filed with the principal or administrative department head at least five (5) workdays prior to the absence and forwarded to the Office of Employee Relations, Department of Human Resources.
- C. The principal or ~~or~~ administrative department head, in consultation with the employee, will establish a satisfactory time period to make up the days missed for religious holidays observance, to be completed no later than June 30 of each year. The principal or administrative department head will report completion of the make up period to the Office of Employee Relations. As an alternative to making up the days missed, an employee may opt to use available personal reasons or annual leave.

Approved by Superintendent: July 16, 1991

Revised by the Superintendent: April 28, 2004

Revised by Superintendent: November 29, 2017

Revised by Superintendent: 2023



APPROVED AS TO  
LEGAL SUFFICIENCY

