



Accommodations for Religious Holidays Procedure

Procedure Number: 104P

Responsible Office: Human Resources

Forms: N/A

Effective Date: 09/26/2016

Date Last Reviewed: 03/2024

1. Purpose

Northern Virginia Community College recognizes the rich and diverse religious backgrounds of its students and employees and is committed to making reasonable accommodation for the observance of religious holidays unless the accommodation will result in undue hardship.

2. Definitions

N/A

3. Procedure

Students

- a. Since religious observances do not always conform to academic holidays, fair, reasonable, and appropriate accommodations to students wishing to observe religious holidays are encouraged, provided that students notify their instructors well in advance of schedule conflicts.
- b. Once the syllabus and class schedule have been distributed, students should determine if there are any conflicts between class time and religious observance. Students should contact their faculty as soon as possible to make arrangements for excused absences on those days and to make up any missed work.
- c. Faculty are encouraged to be sensitive to the religious practices of their students and to provide appropriate alternatives to those students whenever it is academically feasible to do so.
- d. If a faculty member refuses to make accommodation for religious observance, students should follow the Student Grievance Procedure to request review of the decision.

Employees

- a. Supervisors should make reasonable accommodation in granting leave requests for the religious holiday needs of employees unless the accommodation will result in undue hardship.

- b. Employees may use accrued or earned annual, family/personal, compensatory, overtime, or recognition leave. Employees should make these requests in advance to allow agencies to be able to accommodate these requests.