



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT

UNIVERSITY HUMAN RESOURCES POLICIES

SUB-TOPIC

RELIGIOUS HOLIDAYS

I. Policy

It is the policy of UT Dallas to provide a reasonable accommodation to employees who wish to observe a religious holiday which occurs on a day when the University is scheduled to be open.

II. Procedure

- A. Employees who wish to observe a religious holiday or holy day on a day when the University is scheduled to be open should schedule their absence with their supervisor as soon as practical.
- B. Supervisors will make every effort to accommodate the employee's request, using the standard that the absence should not create undue hardship in the conduct of University business.
- C. If the absence is approved, the employee's time must be accurately recorded in one of the following ways:
 1. The employee may work another day mutually agreed upon by the employee and the supervisor to make up for the day missed. NOTE: This option is not available to FLSA non-exempt employees if working the make-up day will result in the non-exempt employee working more than forty (40) hours in the FLSA work week.
 2. The employee may use a floating holiday, if a floating holiday is available during that fiscal year or if the employee carried forward a floating holiday from a prior fiscal year.
 3. The employee may use a day of vacation, if available.
 4. The employee may request to use a day of compensatory time, if available.
 5. The employee may request to be placed on Leave Without Pay.

III. Authority

Texas Government Code, § 662.003 (c) and § 662.013.

For additional information, contact Human Resources Management.