

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject:	Accommodation for Religious Observance and Practice	Policy No.	212
		Old No.:	1981-3
		Date:	2/10/81
Reference:	151-II-B, 698-II-D	Revision:	6/13/00

PURPOSE

The purpose of this policy is to establish procedures, which implement the laws regarding non-discrimination based on religion or religious practices.

POLICY

Reasonable accommodations shall be made to the religious observances and practices of employees and prospective employees. Reasonable accommodations may be made through adjustments in work schedules, the postponement of the performance of certain assignments, according to department needs or necessity. Leave taken shall be vacation leave or leave without pay.

IMPLEMENTATION

The employee should submit a written request for leave in advance for religious observances and practices. The supervisor will determine accommodations for a leave.