CULTURAL/RELIGIOUS TIME OFF POLICY

<Organization Name> wishes to support our employees by providing additional time off to enable them to practice their religious or cultural traditions. This policy provides a guideline for requesting time off for religious holidays, observances, or cultural celebrations outside of those mandated bythe Employment Standards Act, 2000. This policy will be used to supplement <Organization Name>'s Statutory Holidays Policy.

POLICY

The purpose of this policy is to outline <Organization Name>'s policy when it comes to providing additional days off for cultural and religious reasons.

**Cultural/Religious Time Off**

<Organization Name> wishes to provide additional support to our employees by offering up to XX days of paid/unpaid leave in each employment year for employees to observe the cultural or religious holidays that are meaningful to them. This time can be taken in single day increments or consecutively. This entitlement begins once an employee has worked for <Organization Name> for at least two consecutive weeks.

(If it’s unpaid time: Employees may use their lieu time or vacation time to supplement these days off and ensure no loss of pay.)

OR

(For paid time: Please note: Additional cultural/religious days may not be carried over into another calendar year if they are not used, and they have no monetary value upon separation of employment. Time paid for religious or cultural observance time will be an average of the employee’s work days over the previous 30 days.)

In order to utilize a religious/cultural day, the employee is asked to inform their supervisor of the days and dates they wish to observe at least two weeks in advance and complete the request form found below.

**Requesting Time Off Procedure**

To request time off,employees may complete a Request for Leave form (found below) and submit it to their supervisor for approval, ideally giving a minimum of two weeks' notice. If the date(s) required are known far in advance, employees should provide notice as soon as reasonably possible.

Time off can be straight holiday time or banked time off, or a combination of both. This will be depicted within the request forms. <Organization Name> will track all time taken. Requests will be handled on a (insert basis e.g.: first-come, first-served, or seniority) basis, with priority given to each request based on individual circumstances. In cases where there is a high demand for time off in a particular area of the business, requests will be evaluated fairly and equitably. <Organization Name> will strive to balance requests with business needs to ensure uninterrupted operations.

CULTURAL/RELIGIOUS TIME OFF REQUEST FORM

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I will be using:

* Religious/cultural observance days
* Banked time off
* Vacation days
* A combination of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for your understanding and support in this matter. Please let me know if you require any additional information or documentation to process my request.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_