



Religious/Cultural Leave - Procedure

Religious/cultural leave may be requested using the following procedures.

1. Employees who wish to take religious/cultural leave shall provide the Director/Principal or Director of Operations with ten (10) working days notice in writing prior to the requested date of leave.
2. The employee shall use the appropriate request for leave form.
3. The employee shall be notified in writing if the request was approved or declined and the reasons why if the request was declined.

Not all leaves can or will be granted, and there may be many other factors preventing the leave.

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