

RELIGIOUS LEAVES AND ABSENCES

Date: August 10, 1999

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Employees of the Columbia County Board of Education may be absent from work for the observance of a religious holiday. Such absences must relate to the religious convictions of the employee's own faith. Employees may elect to use any or all of their allotted personal leave (up to three (3) days per school year) for the purpose of religious observances.

Nothing in this policy is intended to provide additional days of personal leave for religious reasons. Employees earn only three (3) days of personal leave per year from accumulated sick leave which may be used for religious leave or any other personal leave as defined in Policy GBRI Personal Leave. Employees shall request personal leave from their supervisors/ principals at least one (1) week prior to the absence except in cases of emergencies. Religious leave will be granted only if the employee has sufficient accumulated sick leave and personal leave to cover the absence for religious leave.

PROCEDURE: NO

ADOPTED: 01/13/98

REVISED: 08/10/99