

 The University of British Columbia Board of Governors	Policy No.: 65	Approval Date: May 1994 Last Revision:
	Responsible Executive: Vice-President, Students	
Title: <p style="text-align: center;">Religious Holidays</p>		
Background & Purposes: To enable students and members of faculty and staff to observe the holy days of their religions.		

1. General

- 1.1. In constructing the academic calendar, UBC takes into account legal statutory holidays, days “in lieu” where appropriate, and days which it has agreed through collective bargaining to grant statutory holidays to members of faculty and staff, in determining days on which the University is closed or classes cancelled.
- 1.2. Recognizing the religious diversity of the UBC community, UBC permits students who are scheduled to attend classes or write examinations on holy days of their religions to notify their instructors in advance of the holy day of their wish to observe it by absenting themselves from class or examination. Instructors provide opportunity for such students to make up work or examinations missed without penalty.
- 1.3. UBC permits members of faculty and staff who are scheduled to work on holy days of their religions to notify their administrative heads of unit in advance of the holy days of their religion of their wish to observe it by absenting themselves from work. Administrative heads of unit make efforts to accommodate such requests.

PROCEDURES

Approved: May 1994

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. General

- 1.1. Students are required to give two weeks' notice of their intention to absent themselves under the terms of this policy. They shall notify the instructor of each course or, where this cannot be done, the Head or Director of the unit concerned.
- 1.2. Administrative heads of unit, in trying to accommodate a request take into consideration financial costs, disruption of any collective agreement, work interruption, employee morale and, where safety is an issue, the magnitude of the risk and the identity of those who bear it. For administrative staff, normally such requests are met by granting a day off without pay, or a vacation day, or the opportunity to make up the time.
- 1.3. Because the difficulties in re-scheduling work vary by unit, each unit will establish a reasonable requirement for advance notice by members of faculty and staff.

2. Detailed Procedure

- 2.1. The Registrar's Office will distribute a multi-faith calendar to each administrative head of unit annually.