New York University
UNIVERSITY POLICIES

Title: Religious Holiday Policy – New York & District of Columbia
Effective Date: October 2, 2018
Supersedes: November 7, 2016
Issuing Authority: Executive Vice President
Responsible Officer: Human Resources

Statement of Policy

This Policy addresses requests for time off from work for religious holidays.

To Whom the Policy Applies

New York. This Policy applies to all employees of New York University-New York, except for those employees covered by a collective bargaining agreement (“CBA”) with provisions on religious holidays, in which case the CBA shall apply.

Washington, D.C. This Policy applies to all employees of New York University-Washington, D.C.

Policy and Procedures

An employee may take time off for religious holidays not included in the University’s list of scheduled holidays, unless the time off presents an undue hardship to the University. Before a determination of undue hardship can be made: (i) NYU’s Office of Equal Opportunity (OEO) must be consulted, and (ii) the process and procedure provided in the Accommodation of Prospective and Current Employees (Religion) must be followed.

The employee should provide his or her supervisor with notice of the need for time off as early as possible, so that there is sufficient time to consider the request and, where approved, make appropriate arrangements in the employee’s absence.

Where approved, time off may be taken as a paid personal day or vacation (if the employee is entitled to one at the time), or must otherwise be taken without pay.