Subject to the terms and conditions set forth below, this Policy on Religious Holidays covers employees working for New York University ("NYU" or the "University") in New York and/or Washington, D.C. (hereinafter, "covered employees").

- This Policy does not apply to employees covered by a collective bargaining agreement ("CBA") with provisions on religious holidays. Such employees should refer to the applicable CBA.

Covered employees may take off time for religious holidays not included in the University’s list of scheduled holidays, unless the time off presents an undue burden to the University. The covered employee should provide his or her supervisor with notice of his or her need for time off as early as possible, so that appropriate arrangements can be made in his or her absence.

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