

# New York University

## UNIVERSITY POLICIES

**Title:** Religious Holiday Policy – New York, District of Columbia, & California  
**Effective Date:** January 18, 2019  
**Supersedes:** October 2, 2018  
**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. & California.* This Policy applies to all employees of New York University-Washington, D.C. and California.

### **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.