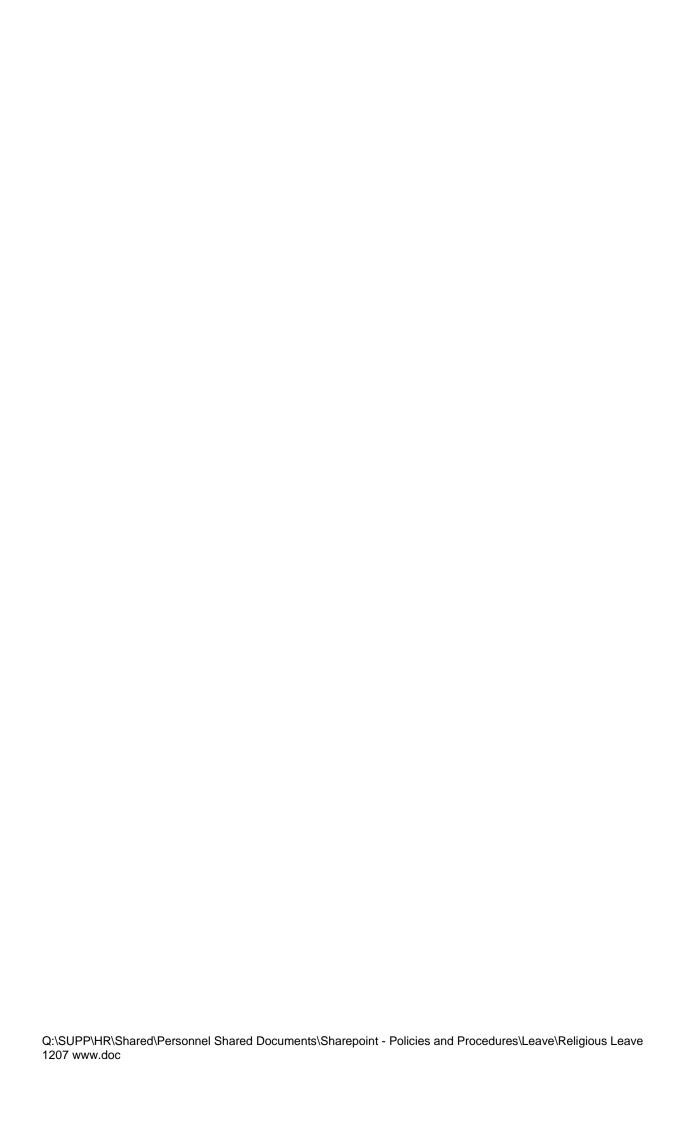


Religious Leave

Qualifying Conditions	1	Religious leave can only be taken on a
Qualifying Conditions	2	normal working day for the member of staff. The member of staff must be required for religious reasons to be absent from work on that day.
Entitlement	1	Up to three normal working days in any one annual leave year (1 October to 30 September).
	2	The entitlement will be pro rata for part-time staff and those who join the Institute during a leave year.
Notice of Leave	2	 A written application, using the Application for Religious Leave form available from Human Resources, must be given to the Dean of Faculty/Head of Support Department normally* at least 28 days before the day on which the leave is to be taken; specify the number of days of religious leave already taken in the relevant leave year; and confirm that the member of staff is required for religious reasons to be absent from work on the day(s) in question. * 28 days' notice may not be possible on occasion and in such cases the application should give the reason for the shorter notice period Leave is subject to the approval of the Dean of Faculty/Head of Support Department.
Pay		Religious leave is on full pay.
Where an Application is Not Approved	1	If a member of staff should feel that her/his application for religious leave has been unreasonably refused, she/he should approach Human Resources in the first instance.
Applying for Lacys	2	Where the issue is still not satisfactorily resolved, the member of staff may consider lodging a formal grievance under the appropriate procedure.
Applying for Leave		Please complete application form (below).





Application for Religious Leave

Please send the completed form, signed by your Dean of Faculty/Head of Support Department, to Human Resources. Name: Faculty/Department: I wish to apply* for religious leave on the following day(s) on which I would normally work: If less than 28 days' notice is being given, please give the reason: I am unable to give 28 days' notice because

	have al	lready	[,] taken [,]	the fol	lowing	numl	ber of	ˈdays'	religious	leave in	the r	elevan
l	eave ye	ar (1	Octobe	r to 30	Septe	mber	·):					

0 days	1 day	2 days		
	(please indicate which is applicable)			

I confirm that I am req above day(s).	uired for religious reasons to be absent from work on the
Signature:	
Date:	
Dean of Faculty/Head I approve the above ap	of Support Department: plication.
Name:	
Signature:	
Date:	

7 December 2007

For Human Resources Use Only:

noted on database