

Religious Leave

Qualifying Conditions	1	Religious leave can only be taken on a normal working day for the member of staff.
	2	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	1	<p>A written application, using the Application for Religious Leave form available from Human Resources, must</p> <ul style="list-style-type: none"> • 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. <p>* 28 days' notice may not be possible on occasion and in such cases the application should give the reason for the shorter notice period</p>
	2	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.
	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).



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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

I have already taken the following number of days' religious leave in the relevant leave year (1 October to 30 September):

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

I confirm that I am required for religious reasons to be absent from work on the above day(s).

Signature:

Date:

Dean of Faculty/Head of Support Department:

I approve the above application.

Name:

Signature:

Date:

For Human Resources Use Only:

noted on database

7 December 2007