

Religious Holy Day Accommodation Requests Employee Toolkit



Purpose: Our Division is committed to respecting employee rights and fulfilling our obligations under the Manitoba Human Rights Code. If you need time away from work to observe a major religious holy day, you can request accommodation through our established process.

How to Request Religious Holy Day Leave

1. Submit Your Request in Employee Connect

- Log into Employee Connect and submit your religious accommodation request.
- Include the following details in the rationale/reason box:
 1. Name of the holy day
 2. Your religion
 3. Your denomination

Note: Employees requiring major religious holy leave during the school year, should make their requests as soon as possible after the start of the school year, and no later than **September 30**.

If a request is made after this date, the day may be granted without pay if you are eligible for leave under Article 7.08-6 of the Collective Agreement.

2. Provide Complete Information

- 1) Employees enter Leave Requests through EmployeeConnect. Leave requests must include:
 - a. The first and last dates of the leave requested (month/day/year)
 - b. Total number of hours/days
 - c. Rationale/reason (Questions to answer under #2 of the guide)

Please be advised that employees are asked to indicate the name of the requested holy day, including the religion and denomination, in the Rationale/Reason area of the leave request.

Job	Administrative	*
Authorizing Location	Human Resources Director	*
Absent Location	Administration Offices	
Short Description	Religious Holy Day-Admin/NonUnion	*
Absence Reason	Religious Day-Non-Union	*
First Date of Leave	02/26/2025	*
Last Date of Leave	04/21/2025	*
Total Number of Hours	1	Hours: 7.0 Calculate 7.0
Rationale/Reason (Details/Where/Why/Billing Reason)		
Maha Shivaratri, Hindu		
Date/Time Comment (optional) (Use to explain when date range and time are inconsistent - "weekend" "stat")		

2) Rationale/Reason Section should include answers to the following questions:

- a) What is the name of the major religious holy day you are requesting to observe?
- b) Do you personally observe this holy day as part of your religious practice? If yes, please briefly explain.
- c) Is this day designated as a day of obligation or observance by your religion or faith community?

Note: Additional Supporting Information

If requested, please send a letter or statement from your religious leader or institution, to support your request. This will clarify the nature of your request.

Your administrator or leader will respond to you by email with the decision to deny or approve the leave.

If any information is missing, HR or your administrator may follow up with you.

3. Provide Supporting Documentation (If Required)

In some cases, you may be asked to provide additional documentation, such as:

- A **letter from a recognized religious leader or institution** you regularly attend.
The letter must include:
 - Your religion/faith.
 - Confirmation of your membership and participation.
 - The beliefs or practices that require your absence from work.
 - The name and title of the religious leader signing the letter.

4. Review and Decision

- Human Resources will review your request after the leader or administrator makes a recommendation to deny or approve the request.
- If approved, your administrator will receive confirmation through Employee Connect.
- If denied, you will receive written reasons for the decision. You may reapply if new information or supporting documentation becomes available.

5. Communication of the Outcome

- You will receive a **confidential letter** confirming the outcome of your request.
- This letter will also be stored in your electronic personnel file.