



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06:26 Faculty Absence for Observance of Religious Holy Day**

**DATE:** January 14, 2015

**PURPOSE:** The purpose of this Operating Policy and/or Procedure (OP) is to ensure understanding and a standardized approach to handling faculty absence for observance of a religious holy day.

**REVIEW:** This OP will be reviewed in November every three years, or as needed, by the Office of the Provost and the Faculty Senate with recommended revisions forwarded through the provost and vice president for academic affairs (PVPAA) to the president by December of the same year.

**POLICY/PROCEDURE**

**1. Definition**

Regular Faculty Member: An employee with academic rank paid to teach in full or in part from faculty salaries for at least fifty percent of time or for at least four and one-half months per year, excluding students employed in positions requiring student status as a condition for employment.

**2. Policy**

A regular faculty member shall be entitled, without deduction in salary, to absence for observance of religious holy days subject to the following conditions:

- a. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
- b. A faculty member who is absent from work for the observance of a religious holy day and gives proper notice of that absence will not be discriminated against or penalized.
- c. A faculty member should provide proper notice to the department chair no later than two weeks prior to the observance of the holy day. This notice will consist of a listing of religious holy days to be observed during the semester.
- d. Notice must be in writing and delivered personally to the department chair, with receipt of the notice acknowledged and dated by the department chair, or by certified mail, return receipt requested, addressed to the department chair.
- e. The department chair will attempt to provide class coverage from among regular faculty of the department.

[Reviewed with no changes: January 14, 2015]

- f. Advance written notice, if needed, will be provided to all students whose class would be cancelled because of the faculty member's absence.