

# **RELIGIOUS HOLY DAY AND SPIRITUAL OBSERVANCE PROCEDURE**

**Approving Authority:** Academic Coordinating Committee

**Policy Lead:** Vice President, Academic Administration

**Administrative Contact:** Academic Administration

**Effective Date:** 03/15/2014

**Revision Date:** 01/31/2024

## **PROCEDURE STATEMENT:**

To enable students to observe the holy days of their religions or recognized days of spiritual observances.

## **DEFINITIONS:**

### **Holy Day**

A day specified for religious observance.

### **Day of Spiritual Observance**

A day specified for spiritual observance.

## **Recognized Religious Holy Day or Spiritual Observance**

Conestoga recognizes all religious holy days or days of spiritual observance as defined by the College Employer Council - see <http://www.thecouncil.on.ca/articles/150>

## **RESPONSIBILITIES:**

### **1. Student**

- 1.1 Plan ahead and be aware of the dates and times of all evaluations and other course obligations.
- 1.2 Advise the faculty member that they will be seeking accommodation to observe a recognized religious holy day or day of spiritual observance.

### **2. Faculty Member**

- 2.1 Communicate dates and times for examinations and other course obligations at the beginning of the semester.

2.2 Accommodate students who are seeking accommodation for a religious or spiritual observance.

**3. Human Resources**

3.1 Maintain a multi-faith calendar on the HR Portal which is accessible by all employees. The calendar is also available on the College Employer Council website at <http://www.thecouncil.on.ca/articles/150>.

**PROCEDURE:**

1. Students seeking accommodation for religious or spiritual observances must make a request in writing to the faculty member within the first three weeks of the semester and prior to the scheduled date of evaluation or other course obligations that fall on the religious holy day or day of spiritual observance.
  - 1.1 Exceptions based on extenuating circumstances must be approved by the Academic Chair.
  - 1.2 If a faculty member is unable or unwilling to grant the request, the student may consult with their Academic Chair.

**RELEVANT LEGISLATION AND RELATED DOCUMENTS:**

Religious Holy Day and Spiritual Observance Policy

**REVISION LOG:**

February 4, 2014	Policy and Procedure Committee
March 5, 2014	Academic Coordinating Committee
January 29, 2020	Academic Forum
February 19, 2020	Academic Coordinating Committee
January 24, 2024	Academic Forum
January 31, 2024	Academic Coordinating Committee