



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	RELIGIOUS OBSERVANCES	VIII-D
----------------	------------------------------	--------

ACCOMMODATION OF EMPLOYEES WITH REGARD TO RELIGIOUS OBSERVANCES

The district has obligations to avoid discrimination against employees based on religion, and to reasonably accommodate the needs of employees to take time off for religious observances. An employee's need to take time off for religious observances will ordinarily be met by approving the use of the personal leave and vacation already provided to him/her under District policies or collective bargaining agreements. The obligation to accommodate an employee's religious beliefs is not unlimited; however, the district is only required to make a reasonable accommodation. Failure to make a reasonable accommodation will, however, expose the district to legal liability.

Where an employee requests an accommodation beyond that which can be satisfied by use of personal leave and/or vacation, the building administrator or supervisor should immediately contact the appropriate Human Resources Director for further guidance.