

Religious Holiday

Procedures for SCEA - SCESP – Confidential Union Exempt Members

The options for Religious Holidays absences are as follows:

1. **Personal Day** – select a Personal day absence for your Religious Holiday absence. This Personal Day will count as **one (1) of your available** Personal Days. *SCESP members who are not eligible for Sick or Personal leave cannot use this absence type.

2. **Non-Compensatory Day** – select Religious Holiday – Non Compensatory Day. Your pay for this day will be deducted on a future paycheck.

3. **“Make-Up” Day** – select Religious Holiday – Make-Up Day. This absence type requires you to develop a plan for making up the time you are away from work. You need to have this plan created and approved by your Supervisor prior to the day of your absence, and the plan must be entered in the *Notes to Administrator box*. “Working from home” will not qualify as a make-up plan.

If you have any questions about absences, contact **Alexia Montavon** –District Substitute/Attendance Coordinator in Human Resources at x4924.