

**RIVERVIEW SCHOOL DISTRICT NO. 407**

**UNPAID HOLIDAYS FOR REASON OF FAITH OR CONSCIENCE APPLICATION FORM**  
**(Written request needs a minimum of two (2) weeks prior notice)**

**Employee:** \_\_\_\_\_  
(Name) (Position)  
\_\_\_\_\_  
(Site/Location) (Date of Application)

A district employee may request up to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. In compliance with state law, the Superintendent or designee or the employee’s supervisor will grant the request(s) unless it is determined that the employee’s absence would impose an undue hardship on the district or the employee is necessary to maintain public safety. See District Policy 5065.

**Number of day(s) or half day(s) and list date(s) and hours:** \_\_\_\_\_

**Please describe the reason for the time off in a sufficient way so the supervisor can determine if such request clearly involves a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Reviewed by Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor’s comments or concerns on impact to students and/or building needs:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**District Approval Process**

Is the request submitted in a timely fashion?  YES  NO

**Human Resources Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Recommendation:**   Approve   Deny

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Superintendent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Recommendation:**   Approve   Deny

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

**Unpaid Holiday for Reason of Faith or Conscience may be revoked for the following reasons: 1) if the employee is no longer engaged in the activity for which the request was approved; 2) the employee has already exhausted his/her two unpaid holidays per calendar year; 3) the employee’s absence would impose an undue hardship on the district as define in RSD Policy 5065; or 4) the employee is necessary to maintain public safety. No combination of leaves within the collective bargaining agreement shall occur.**