



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 658
Title: Religious Observations**

Cochise College embraces the diversity of our college community and shall not discriminate against any employee who is absent for the observance of religious holidays that have been properly noticed.

**Procedure: 658.1
Definition of Proper Notice**

Proper notice shall consist of providing a list of religious holidays to be observed during the semester to the employee's supervisor and providing notice of such days in advance to all students (if applicable) whose class would be cancelled due to the faculty member's absence.

**Procedure: 658.2
Use of Paid Leave**

The leave time to observe religious holidays may be charged to annual leave, personal leave, compensatory time (if applicable), or with approval, leave without pay.