

Religious Observance Leave Policy

Policy Number: HR-LOA-017 **Effective Date:** January 1, 2020 **Last Updated:** March 1, 2023 **Owner:** People Operations **Applies To:** All employees globally

Purpose

NovaTech Solutions respects employees' religious beliefs and practices and provides reasonable accommodations for religious observances. This policy outlines how employees may take time off for religious holidays and practices.

Our Commitment

NovaTech is committed to: - Providing reasonable accommodations for religious practices - Respecting employees' diverse religious beliefs (or non-belief) - Ensuring no discrimination based on religion - Maintaining an inclusive workplace for all faiths

Floating Holidays for Religious Observance

Floating Holiday Entitlement

All employees receive **2 floating holidays** per year that may be used for: - Religious holidays not on the company calendar - Cultural celebrations - Days of personal significance - Any other purpose

See Annual Leave Policy (HR-LOA-001) for details on floating holidays.

Using Floating Holidays

1. Request in Workday under "Time Off" > "Floating Holiday"
2. Provide at least 1 week notice when possible
3. Manager approval required
4. No documentation or explanation of religious observance required

Additional Time Off for Religious Observances

Beyond Floating Holidays

If floating holidays are insufficient for religious observances: - Additional unpaid time off will not be unreasonably denied - Annual leave may be used - Discuss needs with your manager and HR

Approval Process

1. Discuss your needs with your manager
2. Submit request through Workday
3. If denied, contact HR to review

Holiday Substitution

Employees may request to: - Work on a company holiday and take an alternative day off - Example: Work on Christmas, take time off for Eid

How to Request

1. Discuss with manager at least 2 weeks in advance
2. Submit both requests in Workday (work the holiday + time off)
3. Manager approval required
4. Consider team coverage needs

Workplace Accommodations for Religious Practice

Prayer and Religious Practice

- Employees may take reasonable breaks for religious practice (prayer, meditation)
- These breaks are generally unpaid unless within existing paid break time
- Discuss scheduling with your manager
- Privacy for religious practice will be accommodated where possible

Prayer Spaces

- Quiet rooms are available in each office for prayer or meditation
- All-faith and no reservation required
- See Office Amenities Guide (HR-WRK-035) for locations

Religious Dress and Grooming

- Religious dress (hijab, kippa, turban, etc.) is always permitted
- Religious grooming practices are accommodated
- No employee should be asked to alter religious dress for work
- See Dress Code Policy (HR-EMP-015) for details

Dietary Requirements

- Religiously-compliant food options are considered for company events
- Dietary preferences can be indicated in Workday profile
- Employees may bring their own food to any event

Requesting Accommodations

How to Request

1. Contact HR at accommodations@novatech.com
2. Describe the accommodation needed
3. HR will work with you to find reasonable solutions
4. All requests are handled confidentially

Interactive Process

HR will engage in an interactive process to: - Understand your needs - Explore accommodation options - Implement reasonable accommodations - Document the arrangement

Examples of Accommodations

- Adjusted work schedule during religious holidays
- Schedule flexibility for weekly religious observances
- Space for prayer or meditation
- Time off for religious events or ceremonies
- Dietary accommodations at company events

Manager Guidelines

Do's

- Approve religious observance requests when possible
- Be flexible with scheduling
- Respect employees' religious practices
- Keep religious information confidential
- Refer accommodation questions to HR

Don'ts

- Ask employees to explain or justify religious beliefs
- Assume someone's religious needs based on background
- Discuss employee's religion with others
- Deny requests without exploring alternatives
- Treat religious leave differently from other leave

Non-Discrimination

NovaTech prohibits:

- Discrimination based on religion or lack thereof
- Harassment related to religious beliefs or practices
- Retaliation for requesting religious accommodations
- Pressure to participate in religious activities

See Anti-Harassment Policy (HR-EMP-004) and Equal Opportunity Policy (HR-EMP-003) for details.

Religious Expression Guidelines

Acceptable

- Wearing religious attire
- Having religious items at your workspace
- Discussing religion casually with interested colleagues
- Taking time for religious practice

Please Avoid

- Proselytizing to colleagues who aren't interested
- Criticizing others' religious beliefs
- Pressuring colleagues to participate in religious activities
- Making religious discussions uncomfortable

Resources

Major Religious Holidays (Non-Exhaustive)

This list is for awareness, not exhaustive:

Religion	Major Observances
Christianity	Easter, Christmas
Islam	Eid al-Fitr, Eid al-Adha

Religion	Major Observances
Judaism	Rosh Hashanah, Yom Kippur, Passover
Hinduism	Diwali, Holi
Buddhism	Vesak
Sikhism	Vaisakhi, Guru Nanak Jayanti

Getting Help

- HR accommodations: accommodations@novatech.com
- Questions about leave: leave@novatech.com
- Discrimination concerns: ethics@novatech.com

Contact

For questions about religious accommodations, contact People Operations at hr@novatech.com or via #ask-hr on Slack.

Related Documents: Annual Leave Policy (HR-LOA-001), Equal Opportunity Policy (HR-EMP-003), Anti-Harassment Policy (HR-EMP-004), Dress Code Policy (HR-EMP-015), Office Amenities Guide (HR-WRK-035)