

123:1-44-02

**Religious observances.**

Since many important religious observances occur on days not designated as legal holidays under division (A) of section 124.19 of the Revised Code, all state appointing authorities must observe liberal policies concerning requests for leaves of absence or vacation expressly for the purpose of engaging in religious observances.

- (A) Appointing authorities must also give great deference to employee requests for small amounts of leaves of absence or vacation time in order to attend special worship services. Employees must follow standard agency policies in requesting such leaves of absence or vacation leaves.
  
- (B) An employee who feels that an appointing authority has wrongfully denied a request for time off for religious observances should file a grievance under the agency's grievance procedure, or, if none exists, submit a written request for investigation to the director of administrative services.

Five Year Review (FYR) Dates: 1/17/2018 and 01/15/2023

CERTIFIED ELECTRONICALLY

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Certification

01/17/2018

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Date

Promulgated Under: 119.03  
Statutory Authority: 124.09  
Rule Amplifies: 124.18  
Prior Effective Dates: 08/24/1981, 02/04/1996, 11/10/1996, 11/18/2012