

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 will ~~must~~ observe liberal policies concerning requests for leaves of absence or vacation expressly for the purpose of engaging in religious observances.

(A) Appointing authorities will ~~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.~~ report the incident to any or all of the following:

(1) The employee's supervisor;

(2) The agency Equal Employment Opportunity (EEO) Officer; or

(3) The Department of Administrative Services, Human Resources Division, Office of Diversity, Equity, and Inclusion (ODEI);

as required by Ohio Administrative Code Chapter 123:1-49.

Effective:

Five Year Review (FYR) Dates: 1/17/2023

---

Certification

---

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