



# **University of North Alabama**

## **Employee Policy Manual and Handbook**

### **Religious/Personal Convictions**

If an employee is asked or required to perform duties to which he/she objects because of religious or other personal convictions, he/she should discuss the matter with his/her supervisor. If at all possible, religious convictions of employees are honored when brought to the University's attention.

Unscheduled religious holidays of importance to the employee may be observed, but the employee is charged annual leave, personal leave, or leave without pay. Such leave is subject to the approval of the employee's supervisor.