



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Religious Holidays

Policy:

Full-time or part-time employees who desire to observe a religious holiday, in accordance with their religious preference, may do so with their director's approval. The Monthly Leave Record should reflect time taken as personal (vacation) leave unless the holiday falls on an official Alcorn State University holiday.