



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: RELIGIOUS OBSERVANCE DAYS
POLICY NO: H.M. 01

Date Approved: March 7, 2023	Date of Review: March 7, 2028	Dates of Amendment:
Cross Reference: Ontario Human Rights Code		

Purpose:

This policy affirms that the Toronto Catholic District School Board recognizes the importance of freedom of religion, diversity and inclusion and endeavours to promote a respectful and inclusive workplace.

In keeping with the mission, vision and values of the Toronto Catholic District School Board, the Toronto Catholic District School Board believes that the realization of the goals of Catholic education, founded on faith, inspired by the Gospel, and committed to services requires leadership at all levels. The TCDSB recognizes that our school communities exist primarily to foster and exemplify Catholic values centered on the person of Jesus Christ.

Our Mission will continue the focus on nurturing the faith development and academic excellence of our Catholic learning community through the love of God, neighbour, and self.

Scope and Responsibility:

The policy applies to all employees of the Toronto Catholic District School Board. The Director of Education and the Executive Superintendent of Human Resources, Leadership & Equity are responsible for this policy.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: RELIGIOUS OBSERVANCE DAYS
POLICY NO: H.M. 01

Alignment with MYSP:

Learning – Growing in Knowledge

Continue to develop a Christ-centered learning organization in pursuit of knowledge, innovation, and responsiveness.

Equity – Growing in Knowledge with Justice

Apply Catholic social justice to nurture a community focused on equity, diversity, inclusion, anti-racism, and anti-oppression.

Well-Being – Growing in Knowledge with Justice and Hope

Strengthen an environment rooted in Gospel values that nurtures hope and well-being and to better support a work-life balance for all staff that nurtures spiritual, emotional, physical, and social well-being.

Policy:

Under the *Employment Standards Act, 2000*, Good Friday and Christmas Day are public holidays for all employees, regardless of the religious denomination to which they belong.

The TCDSB employs some employees that are not Catholic and celebrate other, non-Catholic Holy Days. Therefore, such employees may request up to two (2) paid days off work over the course of a school year for religious observance on the Holy Days of the religious denomination to which they belong (“Religious Observance Day”), when said Holy Days fall on school or workdays, e.g., Christmas and Good Friday (Eastern Rite).

For clarity, employees will not be granted a Religious Observance Day where a Holy Day falls on a weekend.



POLICY SECTION: HUMAN RESOURCES
SUB-SECTION: MISCELLANEOUS
POLICY NAME: RELIGIOUS OBSERVANCE DAYS
POLICY NO: H.M. 01

Regulation:

1. Requests for Religious Observance Days shall be made to an employee's supervisor who may approve the request.