22 Religious & National Holiday Celebration Policy

1. Introduction
	1. ABC Ltd embraces and celebrates the diversity of our workforce. We aim for inclusivity and want to create a workplace where events and occasions which are important to our staff members are understood.
	2. This Policy:
* Explains the concepts of ‘religious holiday’ and ‘national holiday’
* Sets out the legal position in relation to time off to celebrate each of them
* Sets out our approach to dealing with requests for time off to celebrate religious and national holidays
* Explains what you can do if you are unhappy with a decision which has been taken in relation to time off for a national or religious holiday
	1. Please note that this policy does not form part of your contract with us. We reserve the right to amend or remove this Policy.
	2. This policy applies to all employees and workers in the organisation.
1. What are national holidays?
	1. In the UK, national holidays are reflected in the bank and public holidays which we observe each year. Most countries have certain designated national holidays. These holidays usually celebrate something notable in the creation of that country, such as its independence or the signing of its constitution. Some countries may have more than one national day. Examples include Thanksgiving in the United States (the fourth Thursday in November) and Bastille Day in France (14 July).
2. What are religious holidays?
	1. In the UK, several national holidays coincide with the Easter and Christmas period – a reflection of the UK’s historical national ties to Christianity. Different religions have their own religious observances and traditional holidays.
3. What is our approach to religious and national holidays?
	1. There is no legal right to time off for religious or national holidays/celebrations.
	2. However, we treat holiday requests made to observe a religious or national holiday sensitively, and we will act reasonably when dealing with your request.
	3. If multiple requests are made by employees to take time off to observe a religious or national holiday, and we are not able to accommodate everyone’s requests, then we will deal with requests on a ‘first come, first served’ basis.
	4. We will consider requests for unpaid leave to observe religious and national holidays. Any request should, in the first instance, be discussed with your line manager.
4. Support available for other religious observances
	1. Religious observance takes many forms. If you need support or flexibility at work in connection with a religious observance, then please discuss this matter with your line manager in the first instance. Examples include providing a place for prayer, additional breaks and a temporary change to working hours to accommodate a religious observance.
5. What to do if you are unhappy with a decision taken
	1. If you are unhappy with any decision reached in relation to the authorisation of holiday or any other aspect of religious observance, then you should raise this matter, in the first instance, with your line manager or refer to our Grievance Policy.
6. Our commitment to raising awareness of the different religious and national holidays in the workplace
	1. We will ensure that those who have responsibility for authorising holidays are appropriately trained to be sensitive and supportive where requests relate to the observance of religious and national holidays.
7. Useful links and contacts
	1. The following links may be of use:
* Equal Opportunities Policy
* Holiday Policy
* Grievance Policy
1. Administration of the Religious & National Holiday Policy
	1. Name1 is responsible for the administration of this Policy. Should you have any feedback, please email to Email1.

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| Organisation Name: | ABC Ltd |
| Policy Adopted Date:  | 1st January 2024 |
| Due for Review Date:  | 1st January 2026 |
| Person Responsible for Policy: | Name1 |
| Email: | Email1 |