

# Jewish Holiday Absence Letter

Today's Date: \_\_\_\_\_

Name of Professor: \_\_\_\_\_

Course Name and Section Number: \_\_\_\_\_

Dear Professor \_\_\_\_\_,

I will be unable to attend class on the following date(s), for the following Jewish holidays:

\_\_\_ Monday, September 30, 2019 (Rosh Hashanah, Day 1)

\_\_\_ Tuesday, October 1, 2019 (Rosh Hashanah, Day 2)

\_\_\_ Tuesday, October 8, 2019 (Start of Yom Kippur)\*

\_\_\_ Wednesday, October 9, 2019 (Yom Kippur)

\_\_\_ Monday, October 14, 2019 (Sukkot, Day 2)

\_\_\_ Monday, October 21, 2019 (Shmini Atzeret)

\_\_\_ Tuesday, October 22, 2019 (Simchat Torah)

\*Observances of Jewish holidays begin at sunset. I will meet with you to discuss completing any assignments and/or make-up work and arrange with you a mutually convenient time to reschedule any exams, quizzes or the like.

Thank you, Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_

## UCSF Religious Observation Policy - Medical School

### A. Clinical rotations

Students on clinical rotations may request an absence to observe a religious holiday from their clerkship director. Details of the absence will be worked out directly between the student and the clerkship director on an individual basis. Modifications to schedules (including breaks for prayer), will be supported as long as these requests do not alter the fundamental requirements of the clinical rotation, require substantial program modification, or pose safety risks to patients. Allotted non-work days may need to be used to allow for schedule adjustments or to make up missed time that results from religious holidays or other religious-related absences. Students should make such requests of the clinical rotations director as soon as possible after the student's clinical rotation schedule is known or, at the latest, at the beginning of a course or clerkship.

### B. Assessment Schedule

1. In accordance with California State Education Code section 92640, it is the policy of the UCSF School of Medicine that a course or clerkship director will make a reasonable attempt to accommodate student needs in the case of serious incompatibility between a student's religious creed and a scheduled assessment activity.
2. Arrangements for an alternative assessment date will be worked out directly and on an individual basis between the student and the involved course or clerkship director. It may not be possible to reschedule some assessments, such as laboratory practical examinations and standardized patient exams.
3. Students should make such requests of the course/clerkship director as soon as possible after an involved examination date is announced or, at the latest, at the beginning of a course/clerkship.
4. The clerkship director or site director is responsible for communicating the agreed-upon accommodation(s) to the relevant clinical attending/team, to ensure that the clinical attending/team understands the policy and that the student has done due diligence in working out the accommodation(s) with the course leadership.

### C. Resource to Implement this Policy

Students or faculty with questions about resources to implement this policy may contact the School of Medicine Associate Dean for Students. If a mutually-agreeable testing solution or attendance in a clinical rotation cannot be worked out between the course or clerkship director, the student, and the Associate Dean, then the default position is that the student must take the assessment on the assigned date and/or participate in scheduled clinical activities.

Modified from the University of California, Irvine policy: [http://www.reg.uci.edu/grades/accommodation.html\(link is external\)](http://www.reg.uci.edu/grades/accommodation.html(link%20is%20external)) Additional resources: [UC Nondiscrimination policy statement\(link is external\)](#); [US EEOC Fact Sheet on Religious Garb and Grooming in the Workplace: Rights and Responsibilities\(link is external\)](#)

Approved by the UCSF Committee on Curriculum and Educational Policy (CCEP) on 3/16/16

### **UCSF Religious Observation Policy - Pharmacy School**

*In compliance with the state Education Code, the University of California, San Francisco, makes every effort to reschedule tests or examinations, without penalty, at a time when the activity will not violate the student's religious creed. It is the responsibility of the student to submit a written request for religious accommodation during the first two weeks of the quarter, or as soon as possible after an examination is announced by an instructor. Requests by PharmD students for religious accommodation of examination scheduling may be made by completing the Notification of Religious Observances form below. **Notification of Religious Observances Form** Should you have questions or need to make further arrangements, you can contact the [Office of Student and Curricular Affairs](#) in the School of Pharmacy. Accommodations may not be possible when alternative scheduling will impose undue, unavoidable hardship. Unresolved scheduling conflicts are addressed in a prompt and equitable manner. In the case of conflicts, students may appeal to the chair of the department or the dean of the school or the [Graduate Division](#).*