

## **Paid Time Off for Religious Observance**

Effective March 4, 2013, employees may be granted one occasion of up to four hours of paid time off per calendar year for the purpose of religious observance. Requests for time off will be approved unless there are overriding operational needs. Requests for time off and approvals are made through the employee's supervisor at least five days in advance.

Employees who want to take the remainder of the day off may request to supplement the four hours of paid religious observance time with vacation pay or may be granted Time off with Permission without pay (T-time). An employee's requests for vacation pay or T-time are subject to his/her supervisor's approval based on operational needs and vacation scheduling availability.

Paid time off (including religious observance and vacation pay) may not exceed the employee's regularly scheduled work hours in a workday.

As a reminder, the guidelines for using vacation pay in conjunction with paid religious observance time off are as follows:

- In accordance with letter agreements established with IBEW, ESC and SEIU, hourly-paid Union-represented employees may request vacation pay in increments of one hour or more to supplement the remainder of the day off in connection with religious observance time off.
- Monthly-paid Union-represented employees may request vacation pay of four hours or more to supplement the remainder of the day off in connection with religious observance time off.
- Total paid time off may not exceed the regularly scheduled work hours in a workday.
- Unanticipated vacation does not apply to religious observance time off (religious observance is planned time off).
- Management employees can take vacation in increments of four hours or more.
- Administrative and Technical employees can take vacation in increments of one hour or more.

In addition, paid religious observance time should be coded as Time off with Permission with Pay (P-time) for non-hiring hall employees. Vacation, if requested and approved, should be recorded per normal practice.

Hiring Hall and Probationary employees are eligible for paid time off under this policy. Time should be coded as "1000" – hours worked.

Please keep in mind that the PG&E employee population is comprised of various faiths, and employees may request to take time off for various religious observance purposes. All requests for paid time off under this policy should be considered and approved on the same basis as described above.

Other requests to accommodate an employee's religious beliefs or observance, outside of this paid time off policy, should also be made directly through the employee's supervisor.