**UNIVERSITY OF HUDDERSFIELD**

**RELIGIOUS OBSERVANCE NOTIFICATION FORM**

You must complete this form in full and have it countersigned by your Course Leader/Personal Tutor at least 5 working days in advance of your first proposed absence to ensure your attendance record is not affected.

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| --- | --- | --- | --- |
| **Full name:** |  | **Student number:** |  |
| **Course:** |  |

I wish to notify you that I will be taking the following approved days leave from my studies to observe the indicated religious celebrations, as listed in the academic administration timetable:

|  |  |  |
| --- | --- | --- |
| **Religious celebration/ Holy days\*** | **No. of approved days leave** | **Proposed date(s) of absence** |
| Yom Kippur  | 1 day |  |
| Eid Ul-Adha  | 1 day |  |
| Pesach  | 2 days |  |
| Vaisakhi  | 1 day |  |
| Eid Ul-Fitr  | 2 days |  |
| Diwali  | 1 day |  |
| Vesak | 1 day |  |
| Holi | 1 day |  |
| Navaratri | 1 day |  |
| Other – please name | 1 day |  |

\* Approved leave for Holy days that fall on a Saturday or Sunday should not be given in lieu and therefore apply to weekend teaching only.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Student signature |  | Date |
|  |
| **Notification received by:** |
|  |  |  |
| Course Leader/Personal Tutor (signature) |  | Date |
|  |  |
| Course Leader/Personal Tutor (print name) |  |