University employees are encouraged to attend the temple on a regular basis and to accept callings to support temple operations. The university also expects employees to give a full measure of time to their work responsibilities. Inasmuch as some temple service callings overlap work schedules, employees may adjust their weekly work schedule as explained below:

1. **Temple ordinance workers and on-going volunteer assignments.** Employees obtain approval from their department chair or line manager for a flexible work schedule to allow for both the full work hours and the temple assignment to be met. Administrative and staff employees may use a flexible schedule or vacation time or a combination of flex scheduling and vacation to coordinate work responsibilities with temple service callings. Faculty should not have temple assignments that overlap their class schedules.

2. **Temple session or ward temple assignment.** Employees obtain approval from their department chair or line manager to adjust their work schedule and/or use vacation to attend a temple session or fulfill a ward assignment that overlaps their work schedule.

3. Employees should not accept on-going temple ordinance worker, volunteer, or ward temple assignments that interrupt a significant part of their regular work schedule.

Approved by President’s Council, 4 MAY 2009