

**The Lutheran University Association, Inc.  
d/b/a Valparaiso University**

**Chapel Break Policy**

This policy is intended to support one of our main objectives within our Strategic Plan which states, “Valparaiso University will enliven and enrich Lutheran worship and other faith-formation practices.”

As such, it is important that the campus be aware and observes Chapel Break, which is held **Monday through Friday, from 10:00 to 10:20 a.m.**, by agreeing to provide opportunities, to the extent possible, for all employees who wish to attend. This is intended to “encourage the development of a ‘chapel-observant’ culture at Valparaiso University which is “important to the institutional identity of the University and therefore worthy of respect”.

It is understood that due to the need for some University services to continue, administrators will have to consider how to manage and balance those operational needs with the desire of our campus community to attend Chapel Break.

Recommendations that will help support this position include, but are not limited to:

1. Refrain from scheduling meetings during Chapel Break, starting with the Fall 2013 semester.
2. Modify break times for employees, both hourly and salaried, to accommodate their desire to attend.
3. Utilize the ‘Flexible Working Schedule Policy’, located in employee handbooks, where appropriate and possible.