

**Communication for Employers and Academic Institutions  
Regarding Absence for the Hajj Pilgrimage**

Subject: Absence from work/school

Dear Sir/Madam:

We are writing to inform you that the Hajj pilgrimage to Mecca is a religious obligation for Muslims and all Muslims are expected to complete the Hajj at least once during their lifetime. This pilgrimage occurs during the Islamic (lunar) month of Dhu al-Hijjah. During this time, pilgrims from across the world travel to Mecca, Saudi Arabia, to observe the rites and rituals of Hajj. This typically requires 10–14 days for those traveling from North America.

This year, the Islamic month of Dhu al-Hijjah will fall in late May and extend into June 2025.

It would be greatly appreciated if employers and academic institutions make reasonable accommodations for employees and students by excusing them for up to 14 days during this month and allowing them to make up all examinations and work upon their return.

This communication was issued in response to the high number of requests received by this organization to issue an official letter that could contribute to increasing awareness of this intricacy of the Islamic religion. I.M.A.M. is a non-profit religious organization supporting and serving the Shia Muslim community in North America and is authorized and commissioned by the supreme religious authority of Shia Muslims, which has been based in the Seminary of Najaf in Iraq for more than a millennium.

For more information, please do not hesitate to contact us through any of the communication channels listed below.

Sincerely,

I.M.A.M.