

SUBJECT: RELIGIOUS ACCOMMODATIONS FOR EMPLOYEES	Effective Date: 10-29-18	Policy Number: 7.7	
	Supersedes: New	Page 1	Of 3
	Responsible Authority: Assistant Vice President, Human Resources		

APPLICABILITY:

This policy applies to all University employees, including faculty and staff.

POLICY STATEMENT:

The University prohibits discrimination on the basis of religion and is committed to providing a work environment that is respectful of employee religious beliefs. As part of this commitment, the University makes good faith efforts to provide reasonable religious accommodations to employees whose sincerely held religious beliefs conflict with a

RELATED INFORMATION: [Regulation 2.007](#)



Religious Accommodation Request Form

Part 1 – To Be Completed by Employee (additional pages may be attached)

Name: _____ Job Title: _____ Z Number: _____

Phone Number: _____ Email: _____

Department: _____ Supervisor: _____ Date of Request: _____

Please specify the religious belief, practice, or observance that is the basis for your request for accommodation:

Please specify the work requirement that conflicts with the religious belief, practice, or observance described above and explain the nature of the conflict:

Please describe the specific accommodation(s) that you are requesting at this time:

What other accommodation options might eliminate the conflict?

Additional Comments/Information (if any):

Verification

I verify that my religious beliefs and practices which prompt this request for a religious accommodation are sincerely held and that the above information is complete and accurate to the best of my knowledge. I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted but that the University will attempt to provide a reasonable accommodation that does not impose an undue hardship on the University/employer.

Part 2 – To Be Completed by Supervisor / Decision Maker (additional pages may be attached)

Date of Request: _____ Date of Interactive Discussion(s): _____

Did documentation come with the request? _____ Yes _____ No

Is more documentation necessary? _____ Yes _____ No

Accommodation: _____ Approved _____ Denied

Nature of accommodation provided (if any):

If accommodation denied, please explain why:

Date accommodation approved or denied: _____

Date accommodation effective: _____

Duration period of accommodation: _____

Additional comments (if any):

Immediate Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

If accommodation denied, review and approval by Human Resources: _____