Procedures for Employee Religious Accommodations

Guidelines for Use:

These procedures are intended to provide a consistent and effective process for evaluating the request for religious accommodations. They should be used in cases where an employee:

- has a reoccurring schedule conflict due to a religious belief(s) and/or event(s)
- has requested to be off due to a religious event that conflicts with a mandatory work schedule
- has requested to be off due to a religious event and the leave request has been denied

Employee Responsibility:

Step 1. Initiating a Request

The employee is responsible for requesting a workplace religious accommodation. The request should be made by completing the Employee Religious Accommodation Request Form.

Step 2. Routing of the Request

The accommodation request will automatically route to the appropriate HR Business Partner assigned to the hiring department, or assigned designee, in a timely manner.

HR Partner Responsibility:

Step 1. Review the request

The HR Business Partner, or assigned designee, will review the accommodation request in a timely manner.

Step 2. Engage in an interactive dialogue

The employee must engage in an interactive dialogue with the HR Business Partner, or assigned designee, about the specific religious observance(s), practice(s) or belief(s), as well as moral or ethical beliefs, sincerely
held with the strength of conviction, that is in contradiction to or is hindered by some aspect of the position or their ability to perform the essential functions of the position.

**Step 3. Determine if the request may be accommodated**

The HR Business Partner, or assigned designee, will determine if the employee’s request for religious accommodation is feasible.

*If YES:* The HR Business Partner will consult with the employee and the employee’s manager or department head, as necessary, to gather any additional information necessary to respond to the request and to assess whether a particular accommodation will be reasonable and effective. The HR Business Partner will then notify the employee and the manager or department head of any approved religious accommodations within five business days.

*If NO:* The HR Business Partner will inform the employee that it has been determined that the University is unable to accommodate their request and specify the reason for the determination within five business days.

**Step 4: Documentation**

The completed form and any supporting documentation will be stored in OnBase.