**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 to the HR Religious Accommodations Coordinator by completing the Employee Religious Accommodation Request Form.

**Step 2. Routing of the Request**

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

**HR Partner Responsibility:**

**Step 1. Review the request**

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

- **If YES:** The HR 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 Partner then notifies the employee and the manager or department head of any recommended religious accommodations.

- **If NO:** The HR Partner informs the employee that it has been determined that the University is unable to accommodate their request and specifies the reason for the determination.

**Step 4: Documentation**

The HR Partner will communicate the outcome, along with any accommodations made, and/or reason for denial to the HR Religious Accommodations Coordinator for documentation purposes.