Employee Religious Accommodation Request Form

In accordance with federal law and the University’s non-discrimination policy statement, discrimination or harassment on the basis of religion is prohibited. The University provides reasonable accommodations for employees’ sincerely held religious beliefs or practices unless doing so would impose an undue hardship on the University. A reasonable religious accommodation is any adjustment to the work environment or in the ways tasks for responsibilities are customarily done that enables the employees to participate in their sincerely held religious practice or belief without undue hardship on the conduct of UA’s business or operations. “Undue hardship” is a practice, procedure, or financial cost, that unreasonably interferes with business operations at the University. The University is not legally required to provide an accommodation that creates an undue hardship or results in more than a minimal cost to the operations of its business.

An employee with The University should complete this form when making a request for religious accommodation in the workplace.1

Employees should notify the HR official listed below as soon as they become aware of a need or potential need for accommodation. The University of Alabama is not required to provide an accommodation if it is not aware of the employee’s need for accommodation.

Reasonable accommodations are determined, identified, and implemented using an interactive process.

Employee Name: ________________________________  CWID: ________________________________

Employee’s Job Title: ________________________________  Phone: ________________________________

Employee’s Department: _____________________________  Supervisor’s Name: ________________

1. Please specify the religious belief, practice or observance you have for which you are requesting accommodation.

2. What reasonable accommodation are you requesting at this time? (for example: time to pray, leave for religious observance, modification to uniform to wear religious attire, etc.) What are some accommodation options?

   a. If applicable, list name of religious holiday and days, dates and times of religious holiday (e.g. sundown Monday, September 29 through sundown Tuesday, September 30)

      i. If applicable, describe work shift/schedule affected:

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1 Students requesting reasonable accommodation associated with their student status should consult the OAA Guidelines for Religious Holidays Observance accessible at http://provost.ua.edu/religious-observances.html.
b. If applicable, what clothing and/or attire accommodation are you requesting. Please explain.

c. Other. Please explain.

3. Please state the date[s]/frequency of the requested accommodation (e.g., daily, weekly, or annual religious requirements, requirements during certain periods of the year).

4. If you have requested this religious accommodation before, please state approximately when the request was made, the name of the individual who responded to the request, and the outcome of the request.

5. Please provide any other information that would be helpful to The University of Alabama in evaluating your request.

I verify that the above information is true, complete and accurate to the best of my knowledge and belief and that this request is made in good faith. I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I understand that this form will not be placed in employment personnel records and the contents of this request will be shared only as necessary to consider the approval and/or implementation of an appropriate accommodation. I further understand that the accommodation requested above may not be granted should UA determine the religious accommodation request creates an undue hardship on UA.

Signature: _____________________________________________ Date: ________________________

Return Completed Form to:
The University of Alabama
Attn: Emily Marbutt
Box 870364
Tuscaloosa, AL 35487
205-348-8755 (fax)

Contact Information:
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