



RELIGIOUS ACCOMMODATION REQUESTS

To best track requests for religious reasonable accommodations, it's best to get the request in writing. That way, you have solid, dated records showing when the employee made the request, what the basis for the request was and what your response was. Note that this form asks for the bare minimum information. That's to avoid a common trap – asking for too much information like a letter from a religious authority or specific scripture or doctrinal quotes to support the request. Finally, this form is adapted from the one the EEOC uses for its own employees, following the guidelines the agency recommends employers use when considering a religious accommodation request.

RELIGIOUS ACCOMMODATION REQUEST FORM

Applicant or Employee's Name:

Date of Request:

Email Address:

Telephone Number:

Employee's Position:

Duty Location:

- 1. Please identify [the company's] requirement, policy or belief that conflicts with your sincerely held religious observance, practice or belief (hereinafter “religious beliefs”).**



2. Please describe the nature of your sincerely held religious beliefs or religious practice or observance that conflicts with the [company's] requirement, policy or practice identified above.

3. What is the accommodation or modification you are requesting?

4. List any alternative accommodations that also would eliminate the conflict between the [company's] requirement, policy or practice and your sincerely held religious beliefs.

Requester signature and date:

To be filled out by HR

Accommodation Decision

- Accommodation:
- Approved as requested
 - Approved but different from the original request
 - Denied

Identify the accommodation provided.



If the approved accommodation is different from the one originally requested, explain the basis for denying the original request.

If an alternative accommodation was offered, indicate whether it was:

Accepted

Rejected

If it was rejected, state the basis for the employee's rejection.

If the accommodation is denied, and no alternative accommodation was proposed, explain the basis for denying the request without an alternative accommodation. Be specific.