



Reasonable Accommodation For Religious Beliefs and Practices

Sample Process Steps

1. Employee notifies employer that a work-related adjustment is needed for a reason related to a religious belief or practice.	
2. In consultation with employee, employer completes a reasonable accommodation request form.	
	Although requests do not have to be in writing, employers are encouraged to complete a form to facilitate clear communication with employee and to create a record of employee's request.
3. Employer reviews the request and determines whether additional information is needed.	
	If no additional information is needed, employer proceeds to step 5.
	If needed, employer requests additional information from employee.
4. If necessary, employee provides employer with additional information concerning the need for reasonable accommodation.	
5. Employer facilitates a discussion with the employee to determine available reasonable accommodation.	
6. Employer communicates accommodation determination to the employee.	
	Employer facilitates and implements accommodation.
	Employer maintains records in accordance with employer's practice.
7. Employee provides feedback to employer on the effectiveness of the approved accommodation.	