

Request for Religious Accommodation

[Note: This page is for employer use only! Remove before providing this request form to any employee.]

About Religious Accommodations

Employers should be aware of the following before engaging in the interactive process to provide religious accommodations:

- Religious accommodations (that do not cause an undue hardship on the employer) are required by Title VII of the federal Civil Rights Act. Title VII only applies to employers with 15 or more employees. However, some states require religious accommodations at *a lower employee count*.
- Undue hardship in the context of religious accommodations means something that causes a substantial increased cost in relation to the conduct of an employer's business.
- A religious accommodation that creates a genuine safety or security risk can constitute an undue hardship. If you intend to deny an employee's request on account of safety, you should document why other accommodations could not reduce the safety risks to an acceptable level.
- If you doubt an employee's claims about their religious beliefs, you should read the EEOC's guidance on the issue before requesting outside evidence or denying their accommodation request. The EEOC provides examples and explanations of the application of religious accommodations [here](#) (search for *illustrate*).
- If an employee requests an accommodation orally, you can request that they fill out this form. If they are unable to fill out the form, you should assist them or document the request yourself.
- If an employee is requesting an exemption from a vaccination policy, an accommodation will likely include additional safety measures. If you believe there is no accommodation that will make it safe enough for that employee to be in the workplace, and they are not able to work from home, we recommend working with an attorney to assess the risk of termination or exclusion from the workplace.
- Under the National Labor Relations Act (NLRA), employees at all types of organizations have a protected right to discuss the terms and conditions of their employment, both publicly and privately. This includes vaccine mandates. Employers should not attempt to stop employees from complaining or retaliate against those who do in any way. If the disruption caused by employees who are unhappy is so significant that it requires action on the part of management, a competent employment or labor attorney should be involved in determining next steps.
- Just because you are following your own valid policy and have engaged in an interactive process does not mean termination or exclusion from the workplace is without risk.
- This form can be distributed and acknowledged electronically.

Request for Religious Accommodation

If you need an accommodation because of your sincerely held religious beliefs (or non-belief) or practices, you may request an accommodation. Submit the completed form to [appropriate person or department] as soon as possible after your need for an accommodation is known. If you need extra space to complete this form, you may attach additional pages.

After receiving your request, the company will engage in an interactive process with you to determine an appropriate accommodation, which may be different from the accommodation requested. Requesting an accommodation does not guarantee the company will grant the request.

The company prohibits retaliation against employees for requesting a religious accommodation in good faith.

If you have any questions about this form or the status of your accommodation request, or if you need assistance filling out this form or making a request, contact [appropriate person or department].

Employee Information

Employee name: _____

Position and department: _____

Supervisor: _____

Work telephone number [and email address]:

Home or mobile telephone number [and personal email address]:

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Accommodation Request

Describe the accommodation you are requesting (for example, an exception from, or adjustment to, a job requirement or policy):

Provide the reason you need an accommodation (how your sincerely held religious belief, practice, or observation conflicts with your job):

Provide any additional information you think may be relevant to this request:

Employee Affirmation and Acknowledgment

This accommodation request is based on my sincerely held religious belief. I understand that the company is not required to make the specific accommodation I requested and may provide an effective alternative. I also understand that the company is not required to provide any accommodation that would impose an undue hardship on the company.

Employee signature: _____

Date: _____