

## **Employee Religious Accommodation Request**

RIT respects the religious beliefs and/or practices of all employees and will make reasonable accommodations where such beliefs or practices conflict with an employee's job requirements in order to eliminate that conflict.

### **Requesting an Accommodation:**

An employee whose religious beliefs or practices conflict with their job (e.g., work schedule, or with RIT's policies, practices on dress and appearance, or other aspects of employment) and who would like an accommodation must submit a written request [form](#) for review and approval. The form can be found on the Human Resources web site. The accommodation request must include the type of conflict that exists and should include the employee's suggested accommodation.

### **Process:**

After an employee submits a written request for an accommodation, the Human Resource Manager (HRM) for the employee's area may consult with the employee's supervisor to evaluate the request, including determining whether there is a conflict between the employee's sincerely held beliefs or practices and their job requirements, and will document this determination. The HRM and supervisor may reach out to the employee directly for additional information that may be required in order to thoroughly evaluate the employee's request.

If a conflict between an employee's beliefs or practices and job requirements exists, the HRM and supervisor will consider the accommodation proposed by the employee to determine whether it is reasonable. This determination may require further dialogue with the employee. The HRM and supervisor may also propose alternative accommodations for the employee's consideration. The employee, HRM and supervisor may continue to interact as necessary in order to determine whether a reasonable accommodation exists that eliminates the conflict and is acceptable to both the employee and RIT.

If the employee accepts one of the proposed, reasonable accommodations, the employee will receive written notification of the specific accommodation.

If the employee, HRM and supervisor are unable to reach an agreement on a reasonable accommodation after the interactive process, the HRM or supervisor shall provide written notice to the employee informing them RIT cannot implement their requested accommodation.