

Request for Reasonable Accommodation for Religious Observance

For completion by UALR employee. If you would like to make a request for a reasonable accommodation for religious observance, please complete this form and submit to the Department of Human Resources to allow us to work together to address your request to accommodate your religious practices. Please fully answer each item on this form. Return the completed form to the Department of Human Resources. The information you submit will be treated as confidential to the extent permitted by law. Please note that your request cannot be processed unless this form is completed.

Requestor's Name _____ T Number _____
 Department _____ Job Title _____
 Address _____
 Telephone Number _____

Describe the work function that conflicts with the religious belief, practice, or observance and explain the nature of the conflict.

Please describe the suggested accommodation that you are requesting at this time, including an explanation of how the requested accommodation will enable you to meet your religious obligations without impacting your ability to meet the required functions of your job, and the length of time you in which you will need the accommodation.

List any other secondary accommodations (as options) that can be evaluated by the Department of Human Resources.

If you have requested religious accommodations 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.

Date Submitted

Name & Telephone Number of Supervisor

Requestor's Signature

Submit this form directly to Human Resources and HR will route to the Department Head/Supervisor

Supervisor Section – To be completed by Department Head/Supervisor

Accommodation Accepted Not Accepted

Alternative to Requested Accommodation (if applicable)

Department Head/Supervisor Print Name _____

Department Head/Supervisor Signature _____ Date _____

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Next Steps:

- Department of Human Resources will review your request for religious accommodation.
- If necessary, the Department of Human Resources will initiate a conversation with you to learn as much as possible about the requested accommodation, as well as determine a reasonable and appropriate accommodation. In some cases, you may be asked to provide documentation or other authority to support the accommodation request.
- Provide coaching and guidance on communicating the Religious Accommodation need to the manager/supervisor.
- The Department of Human Resources will contact you as to the status of your request within ten (10) business days.
- Decide what accommodation, if any, will be granted. An accommodation may be offered on a temporary basis and re-evaluated periodically. An accommodation may not be granted if it is unreasonable or creates an undue hardship.

CONFIDENTIALITY

Materials related to an employee's religious accommodation request, including the written request for accommodation and any other documentation/information, will be kept confidential, but may be disclosed for College business reasons or as necessary to effectuate the accommodation. For additional information, please contact the Department of Human Resources at 501-569-3180.