



# Reasonable Accommodation For Religious Beliefs and Practices

## Sample Process Steps

<b>1. Employee notifies Employer that a work-related adjustment is needed for a reason related to a religious belief or practice.</b>	
<b>2. Employee completes a Reasonable Accommodation Request form and gives to Employer.</b>	
<b>3. Employer reviews the request and determines whether supporting documentation is needed.</b>	Although requests do not have to be in writing, Employees are encouraged to complete a form to provide clear communication to Employer
<b>4. Employee provides employer with supporting documentation of the need for reasonable accommodation.</b>	If supporting documentation is not needed, proceeds to Step 5.
<b>5. Employer facilitates an interactive discussion with the Employee to determine available reasonable accommodation.</b>	If supporting documentation is needed, employer requests additional information from employee.
<b>6. Employer communicates accommodation determination to the Employee.</b>	
<b>7. Employee provides feedback to Employer on the effectiveness of approved accommodation</b>	Facilitates and implements accommodation. Maintains records in accordance with Employer's practice.