

Religious Accommodation Request

The Ohio State University is committed to diversity and inclusiveness of all our employees. A reasonable religious workplace accommodation is a change in the work environment, requirements or in the way tasks or responsibilities are customarily done that enables an employee to participate in their religious practice or belief without undue hardship on the conduct of our business or operation. To consider your request for a religious workplace accommodation, please provide the following information.

SECTION 1: PERSONAL INFORMATION (TO BE COMPLETED BY EMPLOYEE)

Name	Employee ID #
Title	Department/Unit
Immediate Supervisor	
Work Address	
Work Telephone	Email Address

SECTION 2: ACCOMODATION INFORMATION (TO BE COMPLETED BY EMPLOYEE)

Date of Request

Reason for Request (i.e., time to pray, leave for religious observance, religious attire, exemption from medical required i.e. vaccinations, etc.):

Suggested reasonable accommodation to meet your requirements or limitations:

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SECTION 2 CONTINUED: ACCOMODATION INFORMATION (TO BE COMPLETED BY EMPLOYEE)

Is this a temporary or permanent accommodation (i.e., annual religious event, daily religious requirement)?

Length of Time for Requested Accommodation:

Days

Shifts

If you have requested this religious accommodation before, please state approximately when the prior request was made, the name of the individual who responded and the outcome of the request:

SECTION 3: RELIGIOUS TENET(S) DOCUMENTATION (TO BE COMPLETED BY EMPLOYEE)

In some cases, The Ohio State University will need to obtain documentation or other authority regarding your religious practice or belief. We may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an accommodation.

If requested, can you obtain documentation or other authority to support the need for an accommodation based on your religious practice or belief?

- Yes
 No

SECTION 4: VERIFICATION (TO BE READ AND COMPLETED BY EMPLOYEE)

I verify that the above information is complete and accurate to the best of my knowledge and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is not reasonable or if it creates an undue hardship on my employer.

Employee's Signature

Date

Employee's name (printed)

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SECTION 5: SUPERVISOR COMPLETION AND APPROVAL

Employee requesting accommodation should return completed and signed Religious Accommodation Request form to your direct supervisor for review. You will be notified of the outcome of your request and proposed accommodation within 10 business days.

The employee's immediate supervisor should complete the following steps:

1. Review form with employee to ensure that you understand the request.
2. Submit the request form to your department's Employee and Labor Relations (ELR) Senior Representative for review.
3. Once the request has been reviewed by the ELR Senior Representative, meet with the employee to notify them of the outcome and next steps.
4. Fill out information below.

Describe the requested accommodation:

Evaluation of impact (if any):

Is the request approved or denied?

Approved Denied

If the requested accommodation is denied, what are some alternative accommodations (list in order of preference):

Date decision discussed with employee:

Final accommodation(s) agreed upon:

If no agreement on an accommodation, provide an explanation:

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SECTION 6: SUPERVISOR VERIFICATION

I verify that this accommodation request has been reviewed by the supervisor and employee and labor relations senior representative and its contents discussed with the employee.

Supervisor's Signature

Date

**Submit completed request form to your Employee and Labor Relations Senior Representative.
The employee should maintain a completed copy.**

**For additional information, contact HR Connection at hrconnection.osu.edu, (614)247-myHR (6947) or HRConnection@osu.edu.
Representatives are available Monday-Friday, 8 a.m. – 5 p.m.**