

Request for Religious Accommodation

The following document is a record of request for a religious accommodation in the workplace in accordance with Title VII of the Civil Rights Act and 29 CFR 1605.2. It may be filled out by the supervisor of the requesting employee or an HR manager and then signed by the employee.

Date: _____

Employee Name: _____
Last First Emp. I.D. or SS#

Job Title _____

Department _____

Current Shift _____

Description of the religious accommodation that is being requested (Schedule change, deviation from dress code, time for daily prayer, etc...):

Explanation of the religious nature of the practice and the way in which it conflicts with a work requirement (*Explanation does not need to name specific religious denomination but rather describe the practice which the employee would like accommodated i.e. prayer time at certain times of the day or being available to attend services on a Sunday*):

Accommodation is Accepted Accommodation is Denied

Reason for Denial _____

Alternative Accommodation: _____

Requesting Employee's Signature _____ Date _____

Supervisor Signature _____ Date _____

This company is an equal opportunity employer and does not engage in practices that discriminate nor tolerate harassment against any person employed or seeking employment based on religion. Please notify a supervisor or Human Resources manager immediately if you feel that you have been subjected to such behavior.