



**Office of Human Resources - Employee Relations
Religious Accommodation – Request Form**

General Mailbox: EmployeeRelations@depaul.edu Phone: (312) 362-7182 Fax: (312) 476-3232

If you would like to make a request for reasonable accommodation, please complete this form and submit it to the Office of Human Resources, Employee Relations, to allow us to work together to address your request to accommodate your religious practices.

NAME: TITLE:

EMPLID: PHONE:

EMAIL:

DEPARTMENT: MANAGER:

Please specify the religious belief, practice or observance obligation that is the basis for your request for accommodation.

Please specify the work requirement that conflicts with the religious belief, practice or observance obligation described above and explain the nature of the conflict.

Please describe the specific 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.

What are some other accommodation options that might address your needs?

If you have requested religious accommodation 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.

Additional Employee Comments:

The Office of Employee Relations will:

- **Review your religious accommodation request.**
- **If necessary, participate in a conversation with you to learn as much as possible about the request 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.**
- **Contact you as to the status of your request within ten (10) business days upon receipt of the religious accommodation request.**
- **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.**

Employee Signature/ Date