

**Request for Religious Accommodation in the Workplace**

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Goucher College is committed to supporting equality of opportunity for all employees, student employees, and applicants for employment by affirming the inclusiveness of our community. This commitment includes embracing religious diversity. As part of this commitment, the college will make good faith efforts to provide a reasonable accommodation of an employee's sincerely held religious belief. A reasonable religious accommodation is a change in the work environment or in the way tasks or responsibilities are customarily performed that enables an applicant for employment or employee to participate in his/her religious practice or belief without undue hardship to the conduct of Goucher College's business or operation. Goucher will adhere to all applicable federal and local laws, regulations, and guidelines with respect to providing reasonable religious accommodations in the workplace.

To make a request for a religious accommodation in the workplace, you must:

- Notify Human Resources of your desire for a religious accommodation;
- Complete this form and return it to Human Resources (note that we may, in appropriate cases, act on your oral request for accommodations prior to receiving documentation, but we request that you complete this form for documentation purposes);

The Office of Human Resources, together with you and your supervisor, will review your request and consider what reasonable religious accommodations may be possible.

**To be Completed by Employee**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Work schedule (days/hours; full-time/part-time): \_\_\_\_\_

Work location: \_\_\_\_\_

Date of request: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

What specific workplace accommodation do you request? (For example, time to pray, leave for religious observance, religious attire, etc.):

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\_\_\_\_\_

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Identify your religious practice or belief and state how this accommodation enables you to participate in your religious practice or belief without impacting your ability to meet the required functions of your position:

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

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Are there other accommodation options that might address your needs?

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I have read and understand Goucher College's policy on religious accommodations in the workplace. My religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. I understand that the accommodation requested above may not be granted, but that Goucher College will attempt to provide a reasonable accommodation that does not create an undue hardship on the college's business or operations. I also understand that any intentional misrepresentation contained in this request may result in disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_