



# The University of Texas at Austin Religious Workplace Accommodation Request Form

The University of Texas at Austin is strengthened by its global and multicultural character and is committed to diversity and equal opportunity in employment and education. This commitment includes embracing religious diversity and cultivating a community of inclusion and respect. The University prohibits discrimination against employees and applicants for employment based on religious beliefs, practices, and affiliation. In addition, the University provides reasonable accommodation for individual’s sincerely held religious beliefs and practices unless providing a reasonable accommodation would result in undue hardship to the University, including undermining the University’s core values of integrity, honesty, trust, fairness, and respect toward peers and community.

If you are an applicant for employment and are requesting a religious accommodation pertaining to the application process, please complete this form and submit it to **Strategic Workforce Solutions (SWS)** at: [hws.sws@austin.utexas.edu](mailto:hws.sws@austin.utexas.edu). If you are an employee and are requesting a religious accommodation pertaining to your employment, please complete this form and submit it to your **immediate supervisor**. Additional information about the University’s reasonable religious accommodation policy may be found at: <https://secure2.compliancebridge.com/utexas/public/getdoc.php?file=3-3012>.

**Part 1 – To Be Completed by Employee / Applicant** (additional pages may be attached)

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_ UT EID: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

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

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

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Please describe the specific accommodation(s) that you are requesting at this time, including an explanation of how the requested accommodation(s) will enable you to meet your religious obligations without impacting your ability to meet the required/essential functions of your job.

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

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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.

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Additional Comments/Information (if any):

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**Religion Tenet(s) Documentation**

In some cases, the University will need to obtain documentation or other authority regarding your religious practice or belief. For example, the University 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. If requested, can you obtain documentation or other authority to support the need for an accommodation?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Verification and Accuracy**

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 would impose an undue hardship on the University/employer.

\_\_\_\_\_  
Employee/Applicant Signature

\_\_\_\_\_  
Date

**Summary of Next Steps**

1. Your request will be acknowledged and discussed with you by your supervisor / SWS.
2. Your supervisor / SWS will submit your request for referral and document retention purposes to the Center for Equity and Inclusion (CEI).
3. Following a collaborative and interactive process, you will be notified of the decision.
4. Additional information about the University’s reasonable religious accommodation policy may be found at: [https://secure2.compliancebridge.com/utexas/images/303\\_header1/HOP%203-3012%20Religious%20Accommodation%20Procedure%20and%20Practice%20Guide.pdf](https://secure2.compliancebridge.com/utexas/images/303_header1/HOP%203-3012%20Religious%20Accommodation%20Procedure%20and%20Practice%20Guide.pdf)



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Part 2 – To Be Completed by Supervisor / Decision Maker (additional pages may be attached)

Date of Request: \_\_\_\_\_ Date of Interactive Discussion(s): \_\_\_\_\_

Did documentation come with the request? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is more documentation necessary? \_\_\_\_\_ Yes \_\_\_\_\_ No

Reasonable accommodation: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Nature of accommodation provided (if any):

Three horizontal lines for providing the nature of accommodation provided.

If accommodation denied, please explain why:

Three horizontal lines for explaining why an accommodation was denied.

Date reasonable accommodation approved or denied: \_\_\_\_\_

Date reasonable accommodation effective: \_\_\_\_\_

Duration period of reasonable accommodation: \_\_\_\_\_

Additional comments (if any):

Three horizontal lines for providing additional comments.

Immediate Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEI / HR Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Materials relating to an employee's / applicant's religious accommodation request, including the written request for accommodation and any other documentation/information, will be kept confidential, but may be disclosed for University/department business reasons or as necessary to effectuate the accommodation. For additional information, please contact the Center for Equity and I at (512) 471-1849 or equity@utexas.edu