

Religious Accommodation Request Form
Faculty / Staff Application for Services

CONFIDENTIAL

This form should be used by University employees who wish to request a reasonable workplace accommodation based on their religious belief, practice, or observance. The purpose of this form is to assist the University in determining whether, or to what extent, a reasonable accommodation is appropriate for a qualified University employee for employment.

This form must be filed separately from the employee's personnel file and is a confidential document.

Name:

Address:

City: State: Zip:

Home Phone:

Cell Phone:

E-mail:

Office/Work Location:

Office/Work Phone:

Employee Id Number:

Request Date:

Title/ Job Classification:

Supervisor's Name:

Supervisor's Phone Number:

Department/Unit:

Note: Faculty and Staff are urged to complete and return this application prior to requesting workplace accommodations. This application, along with any requisite supportive documentation, is required prior to determination or granting of accommodations.

## Nature of Religious Accommodation Request

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

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

3. Please describe the specific accommodation you are requesting:

4. Additional information you would like to share:

5. Verification of religious obligation:

[ ] I have enclosed **applicable** supporting documents with this request.

6. Length of time for requested accommodation:

I certify that the information provided above is true and accurate.

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Signature of Requestor

Date

**Return completed form via mail, in person, e-mail, or via fax to the following:**

**Office of Equity**

**1800 Sherman Ave., Suite 4-500, Evanston, IL 60208**

**Phone: 847.467.6165 • Fax: 847.467.0698**

**[accommodations@northwestern.edu](mailto:accommodations@northwestern.edu)**

The Office of Equity will:

- If necessary, participate in a conversation with you to learn as much as possible about the requested 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 upon receipt of the religious accommodation request;
- Work with your manager/supervisor to determine what accommodation, if any, will be granted. An accommodation may not be granted if it is unreasonable or creates an undue hardship on your department.
- An accommodation may be offered on a temporary basis and re-evaluated periodically.