



Religious Accommodation Request Form

Completed forms are to be returned to Human Resources. hrbusinesspartners@memphis.edu | Fax: 901.678.1650 | 165 Administration Building

Employee Request Information

Name: _____ Oracle Person #: _____ Phone: _____

Position Title: _____ Department: _____ Email: _____

Immediate Supervisor: _____ Supervisor E-Mail: _____

Length of Time Accommodation Is Needed: _____

Requested Accommodation (attach additional pages if necessary):

Describe the religious belief or practice that necessitates this request for accommodation: (attach additional pages if necessary):

Describe any alternate accommodations that might address your needs (if any): (attach additional pages if necessary):

NOTICE

- Employee's religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. Employees do not need to disclose their religious beliefs to supervisors. Relevant information should only be submitted to Human Resources, where they are maintained in a confidential manner.
- Employees will be required to engage in an interactive process with Human Resources to explore reasonable accommodation options that does not create an undue hardship on the University.
- Employees are responsible to submit requests in advance, to provide sufficient notice to HR and the supervisor for adequate time for review. Generally, requests for religious accommodation should be submitted 30 days in advance for religious observances.
- Employees understand that the University may need to obtain supporting documentation regarding my religious practice and beliefs to further evaluate my request for a religious accommodation.
- If approved for an accommodation, HR may periodically review the accommodation to confirm that it is enabling the performance of the employee's essential job functions and is not creating an undue hardship. Accommodations may be changed or discontinued if determined by the University not to be enabling the performance of the employee's essential job functions or to be creating an undue hardship.

Signature

Employee Signature: _____ Date: _____