

Operating Procedure No. 5409
Human Resources

Religious Accommodation and Education

Employees seeking a religious accommodation and/or requesting unpaid holidays for reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization shall submit a [*Religious Accommodation Request*](#) form to the human resources administrator in a timely manner (at least 30 days in advance of the event, if possible). If the request is made less than 30 days prior to the requested time off, the employee shall provide the reason that it was not possible to make the request in a timely manner.

The human resources administrator shall exercise good faith in evaluating and making decisions regarding requests, taking into account specific objective facts and circumstances present at the time of each request. Reasonable accommodations are determined on an individual basis.

Upon receipt of the employee's request the following will be considered:

1. The request was submitted on a timely basis or sufficient justification exists for it not being timely submitted;
2. The employee has not exhausted his/her two unpaid holidays per calendar year as provided by law;
3. The request is based on a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church or religious organization. (Note: The requested time off need not conform to a specific holiday or event);
4. The employee is necessary to maintain public safety;
5. The request does not impose an undue hardship as defined in policy.

Evaluation Factors:

In determining whether an employee's request would impose an undue hardship on the agency, the following factors will be considered:

1. The number, composition and structure of the staff employed by the agency or in the requesting employee's program;
2. The financial resources of the agency or the requesting employee's program;
3. The number of employees requesting leave for each day subject to such a request;
4. The financial impact on the agency or requesting employee's program resulting from the employee's absence and whether that impact is more than a minimal burden or cost on the operation of the agency or the requesting employee's program;
5. Impact on the agency, the requesting employee's program or public safety;
6. Type of operations of the agency or the requesting employee's program;
7. Geographic location of the employee or geographic separation of the particular program to the operations of the agency;
8. Nature of the requesting employee's work;

9. Deprivation of another employee's job preference or other benefit guaranteed by a collective bargaining agreement;
10. Any other impact on agency operations or the requesting employee's program due to the employee's absence.

Approval Process:

A written response will be provided to the employee within five (5) business days, if feasible, approving or denying the request. If the request is denied, the response will state the reason(s). In the event the employee disagrees with the determination he or she may confer with the Executive Director, Human Resources & Organizational Development.