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: hrs.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: http://www.utexas.edu/equity/policies/procedure-and-practice-guide.

**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.

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Office for Inclusion and Equity – Religious Accommodation Request Form  Page 1 of 4
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?

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

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.

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Additional Comments/Information (if any):

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________


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 Office for Inclusion and Equity (OIE).
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: http://www.utexas.edu/equity/policies/procedure-and-practice-guide
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):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
If accommodation denied, please explain why:
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Date reasonable accommodation approved or denied: _________________
Date reasonable accommodation effective: _________________
Duration period of reasonable accommodation: _________________
Additional comments (if any):
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
Immediate Supervisor’s Signature: __________________________ Date: _____________
Department Head’s Signature: __________________________ Date: _____________
OIE / 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 Office for Inclusion and Equity at (512) 471-1849 or equity@austin.utexas.edu