



SECTION: HR
TOPIC: RELIGIOUS
ACCOMMODATION REQUESTS
APRIL 2023

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RELIGIOUS ACCOMMODATION REQUESTS

Dane County respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the business.

Requesting an Accommodation

An employee whose religious beliefs or practices conflict with their job, work schedule, or with Dane County's policy or practice on dress and appearance, or with other aspects of employment, and who seeks an accommodation must submit a written request to Employee Relations Division. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

Providing an Accommodation

Employee Relations will review the request with the employee's manager/department head and evaluate whether the work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on county business.

An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety requirements, or for other aspects of employment.

The supervisor and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. Any employee not accepting the finding may appeal within thirty (30) days from receipt of the final recommendation, to the Director of Administration, stating the basis of their disagreement.



SECTION: HR
TOPIC: RELIGIOUS
ACCOMMODATION REQUESTS
APRIL 2023

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RELIGIOUS ACCOMMODATION REQUESTS

Sincerely Held Religious Belief Accommodation Form

Employee Legal Name: _____

Department: _____

Please identify the workplace requirement, policy or practice that conflicts with your sincerely held religious (including non-theistic, moral or ethical), belief, observance or practice.

Please describe the nature of your sincerely held religious (including non-theistic, moral or ethical), belief, observance or practice that conflict with the workplace requirement, policy or practice.

What is the accommodation or modification that you are requesting?

I hereby certify that the information above is true and accurate:

Signature: _____

Date: _____



SECTION: HR
TOPIC: RELIGIOUS
ACCOMMODATION REQUESTS
APRIL 2023

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RELIGIOUS ACCOMMODATION REQUESTS

Sincerely Held Religious Belief Accommodation Decision

Employee Legal Name: _____

Department: _____

Describe the requested accommodation:

Evaluation of Impact:

Approved: _____ Denied: _____

If the requested accommodation is denied, what are some alternative accommodations (list in order of preference):

- 1.
- 2.
- 3.

Date discussed with employee: ____

Final accommodation agreed upon:



SECTION: HR
TOPIC: RELIGIOUS
ACCOMMODATION REQUESTS
APRIL 2023

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: RELIGIOUS ACCOMMODATION REQUESTS

If no agreement on an accommodation, provide an explanation:

Immediate Supervisor: _____ Date: _____

Human Resources Director: _____ Date: _____