

## **RELIGIOUS ACCOMMODATION**

### **PURPOSE**

The purpose of this policy is to ensure compliance with applicable provisions of state and federal laws governing religious accommodations in the workplace.

### **POLICY STATEMENT**

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its employees. The College will accommodate sincerely held religious beliefs, observances, and practices of its employees, if it can be reasonably done and without causing undue hardship for the College.

A religious accommodation may include, but is not limited to, allowing time for prayer during the workday, allowing time to attend a religious event and to observe a religious holiday. This may also mean modifying a College policy, procedure, or workplace requirement, provided such accommodation is reasonable and does not cause undue hardship for the College.

If an employee desires a religious accommodation during scheduled work hours, the employee should notify his or her immediate supervisor at least two weeks in advance. Supervisors are expected to make a good faith effort to identify reasonable alternative hours and to be as flexible as possible. The employee is expected to cooperate with the supervisor to help identify reasonable alternative work hours. If alternative hours cannot be identified, vacation leave may be an option. If the employee does not have sufficient hours of accumulated vacation time, leave without pay may then be an option.

If alternative hours or vacation time cannot be mutually agreed upon, the Chief Human Resources Officer will then review the matter and determine whether a reasonable accommodation can be made.

### **PERSONS AFFECTED**

All Edison State Community College employees, except that full-time faculty members are subject to the ESEA Agreement.

### **DEFINITIONS**

#### **UNDUE HARDSHIP**

Significant difficulty and/or expense based on College resources, including its personnel, and surrounding circumstances.