



Request for Religious Accommodation Form

Texas Woman's University (TWU) is committed to providing a work environment that is respectful of the religious beliefs of its employees and employment applicants in accordance with state and federal laws and regulations. TWU recognizes the importance of its employees and employment applicants' sincerely-held religious beliefs and practices. Accommodations may be provided to employees and employment applicants whose sincerely held religious beliefs conflict with a university policy, procedure, or employment requirement. The University will reasonably accommodate an employee's or employment applicant's sincerely-held religious beliefs and practices in the workplace as outlined in [URP 05.120: Religious Accommodations for Employees and Employment Applicants](#) unless the accommodation creates an undue hardship for the University.

If you are an employee requesting a religious accommodation pertaining to your employment, or an employment applicant requesting a religious accommodation pertaining to the application process, please complete this form and submit it to the **Office of Human Resources** at EEO@TWU.EDU.

To Be Completed by Employee / Employment Applicant (additional pages may be attached)

Name: _____

Employment Applicant - Position Title: _____

Employee - Position Title: _____

Employee - Department: _____ Supervisor: _____

Phone Number: _____ Email: _____

Please specify the religious belief, practice, or observance and provide an explanation that forms the basis of your request for a religious accommodation.

Please specify the work requirement that conflicts with the religious belief, practice, or observance described above and explain why the work requirement conflicts with your religious belief, practice, or observance.

If you are an employee, 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. If you are an employment applicant, please describe the specific accommodation(s) you are requesting, including an explanation of how the requested accommodation will enable you to meet the obligations of the application process or potential work duties.

If you have requested a religious accommodation before, please state approximately when the request was made, the name of the individual in the Office of Human Resources or the department who responded to the request, and the outcome of the request.

Additional Comments/Information (if any):

Verification and Accuracy

I verify that the above information is complete and accurate to the best of my knowledge. I understand that any intentional misrepresentation in this request may result in disciplinary action.

I understand that my request for an accommodation may not be granted if it is not reasonable, does not meet established or set standards for establishing the basis of the request, if it poses a direct threat to the health or safety of others or me, or if it would impose an undue hardship on the University.

I understand that additional information may be requested if necessary to review the request and assess available options.

Employee/Employment Applicant Signature

Date

Summary of Next Steps

1. Once a request for a religious accommodation from an employee is received, the Office of Human Resources will review the request and confer with the supervisor and department leadership, as appropriate. The Office of Human Resources will review requests from employment applicants and confer with the hiring department.
2. Following a collaborative and interactive process, which may include a request for additional information, you will be notified of the decision.

Note: Materials relating to an employee's/employment applicant's request for a religious accommodation including the written request for accommodation and any other documentation/information will be kept confidential to the extent permitted by law or except as necessitated by the operational needs of the University.