UCSD

EMPLOYEE REQUEST FOR RELIGIOUS ACCOMMODATION

I am experiencing a conflict between a bona fide and sincerely held religious belief, and a work rule, requirement, or assignment, and I request an accommodation to eliminate and/or minimize the conflict. I understand that the University is not required to provide the exact accommodation I request, and that it may deny my request if it determines that providing an accommodation is unreasonable or will result in an undue hardship to the University. The following information is provided in support of my request.

Name: _______________________________ Position: _______________________________
Department: __________________________ Name of Supervisor: _______________________
Identify Religion: _______________________________________________________________

Identify the work rule, requirement, or assignment to which you request an accommodation:
_____________________________________________________________________________
_____________________________________________________________________________

Describe your religious belief, practice, or observance that is in conflict with this work rule, requirement, or assignment and identify how long you have followed this belief, practice or observance:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Identify any accommodations that you feel could be taken to resolve the conflict between your religious belief, practice, or observance, and the work rule, requirement, or assignment you have identified above:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

I affirm that the information in this request is true and accurate. I also understand that intentionally providing false or misleading information is grounds for appropriate discipline, up to and including termination.

Employee Signature: _______________________________ Date: _______________________

Date Received by Human Resources: _______________________ By: ____________________