

## **RELIGIOUS ACCOMMODATION GUIDELINES FOR EMPLOYEES**

### **INTRODUCTION**

The University of Windsor recognizes and values religious diversity and will accommodate employees who, by reason of religious obligation, are unable to attend work and/or work-related activities in accordance with the *Ontario Human Rights Code* and provisions in the collective agreements. A religious accommodation is any adjustment to the work and/or academic environment that will resolve a conflict between religious obligations and work requirements.

### **INTENT**

The intent of this guideline is to ensure that an accommodation of an employee's religious obligation is balanced with the University's responsibility to provide safe and ongoing services. This accommodation is intended for religious obligations, and not for cultural celebrations.

### **RESPONSIBILITIES IN ACCOMMODATING TIME OFF FOR RELIGIOUS OBLIGATIONS**

In the fall, the University provides a religious holiday calendar to members of the University community. This calendar serves as a resource listing of some of the major religious observances which may impact work/study.

### **EMPLOYEES**

Where dates of religious obligations are known in advance, scheduling an alternate day of work or shift may be all that is required. Where alternate scheduling cannot be done, an employee is required to submit the Religious Accommodation Request Form to the supervisor/manager as soon as the date is known, but no later than two (2) weeks in advance.

Where the date of the religious obligation is not known in advance, due to aspects of some religious observances determined by the lunar calendar, the Religious Accommodation Request Form must be submitted to the supervisor/manager for consideration and approval, even if the specific date/time is not yet known.

The request is to include details such as the nature of the religious obligation, why accommodation is required, what measures of accommodation are required, and suggested option(s) for time off without loss of pay or for time off without pay.

Employees who require time off for religious observances have a menu of options from which to choose. The ability to select specific items may vary, depending upon collective agreements and the nature of the particular job or worksite. These options include: a revised work schedule, flex-time, overtime, outstanding carried-over vacation time, time-in-lieu, paid leave (partial to full day), unpaid leave.

While there is no obligation to provide paid time, if granted, such leave is not to exceed a total of two days in a calendar year, and is not provided for western Christian religious observances.

Failure to provide the supervisor/manager with adequate notice to consider and approve the accommodation request, such that alternate workflow arrangements can be made, may lead to a denial of the request.

## **SUPERVISORS/MANAGERS**

Supervisors/managers are obligated to make diligent efforts to approve employee requests for religious observances, unless to do so creates undue hardship to the delivery of safe services. “Undue hardship” is a practice, procedure, or financial cost, which unreasonably interferes with business operations of the University. If a request is denied on these grounds, then an explanation of the undue hardship must be provided.

The grounds for undue hardship are very narrow. Confirmation determining if a request constitutes an undue hardship is required prior to selecting this item. The source(s) consulted must be indicated on the form.

In considering alternatives, all parties are to be flexible, realistic, and deal in good faith.

Questions about a particular religious obligation and a workplace religious accommodation request should be directed to either the Office of Human Rights, Equity and Accessibility (OHREA) or the Department of Human Resources (HR).

The original copy of the Religious Accommodation Request Form is to be forwarded to the Department of Human Resources to be filed on the Personnel File of the requesting employee. HR will forward a copy to OHREA.

**RELIGIOUS ACCOMMODATION REQUEST FORM**

The University of Windsor recognizes and values religious diversity and will accommodate employees who, by reason of religious obligation, are unable to attend work and/or work-related activities in accordance with the *Ontario Human Rights Code* and provisions in the collective agreements. The University provides reasonable accommodations for employees' sincerely held religious beliefs or practices. A religious accommodation is any adjustment to the work and/or academic environment that will resolve a conflict between religious obligations and work requirements. In considering alternatives, all parties are to be flexible, realistic, and deal in good faith.

<b>Part I:</b> To be completed by the person requesting religious accommodations, and submitted to the supervisor/manager. This information will be maintained in the personnel file	
Name: _____ Title/Position: _____	
Department: _____ Phone (w): _____	
Please specify the religious belief/practice and date/time for which accommodation is being requested: _____ _____	
Type of Accommodation Requested:	
<input type="checkbox"/> Revised Work Schedule <input type="checkbox"/> Flex-Time <input type="checkbox"/> Time-in-Lieu <input type="checkbox"/> Overtime <input type="checkbox"/> Carryover Vacation Time <input type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Other: _____	
The above information is complete and accurate to the best of my knowledge. _____	
Employee Signature	Date
<b>Part II:</b> To be completed by the supervisor/manager for each accommodation processed for staff or faculty	
Result of Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied (Undue Hardship) <input type="checkbox"/> Pending More Info	
Type of Accommodation Approved:	
<input type="checkbox"/> Revised Work Schedule <input type="checkbox"/> Flex-Time <input type="checkbox"/> Time-in-Lieu <input type="checkbox"/> Overtime <input type="checkbox"/> Carryover Vacation Time <input type="checkbox"/> Paid Leave <input type="checkbox"/> Unpaid Leave <input type="checkbox"/> Other: _____	
Date(s)/Time(s) Approved for Accommodation: _____	
If request denied by reason of Undue Hardship, indicate reasons (including costs) and cite sources: _____ _____	
Sources Consulted to Process Request (e.g. HR, OHREA, Legal, Specific External): _____	
Supervisor Name: _____ Title/Position: _____	
Department: _____ Phone (w): _____	
The above information is complete and accurate to the best of my knowledge. _____	
Supervisor/Manager Signature	Date