RELIGIOUS ACCOMMODATIONS POLICY (IL)

**Commitment to Equal Employment Opportunities**

{d.employeeName} complies with Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to all individuals, regardless of their religious beliefs and practices or lack thereof. Consistent with this commitment, {d.employeeName} will provide a reasonable accommodation of an applicant's or employee's sincerely held religious belief if the accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship for {d.employeeName} .

**Requesting a Religious Accommodation**

If you believe you need an accommodation because of your religious beliefs or practices or lack thereof, you should request an accommodation from the {d.departmentName} Department. You may make the request orally or in writing. {d.employeeName} encourages employees to make their request in writing [on {d.employeeName} 's religious accommodation request form] and to include relevant information, such as:

* A description of the accommodation you are requesting.
* The reason you need an accommodation.
* How the accommodation will help resolve the conflict between your religious beliefs or practices or lack thereof and one or more of your work requirements.

After receiving your oral or written request, {d.employeeName} will engage in a dialogue with you to explore potential accommodations that could resolve the conflict between your religious beliefs and practices and one or more of your work requirements. {d.employeeName} encourages you to suggest specific reasonable accommodations that you believe would resolve any such conflict. However, {d.employeeName} is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any accommodation can be made without imposing an undue hardship on {d.employeeName} .

**Supporting Information**

{d.employeeName} may ask you to provide additional information about your religious practices or beliefs and the accommodation requested. If you fail to provide the requested information, your request for an accommodation may be denied.

**Determinations**

{d.employeeName} makes determinations about religious accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

{d.employeeName} strives to make determinations on religious accommodation requests expeditiously, and will inform the individual once a determination has been made. If you have any questions about an accommodation request you made, please contact [{d.position}/the {d.departmentName} Department].

**No Retaliation**

Individuals will not be retaliated against for requesting an accommodation in good faith. {d.employeeName} expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

{d.employeeName} is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the {d.departmentName} Department. If employees do not report retaliatory conduct, {d.employeeName} may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

**Administration of this Policy**

The {d.departmentName} Department is responsible for the administration of this policy. If you have any questions regarding this policy or questions about religious accommodations that are not addressed in this policy, please contact the {d.departmentName} Department.

**[Employees Covered Under a Collective Bargaining Agreement**

The employment terms set out in this policy work in conjunction with, and do not replace, amend, or supplement any terms or conditions of employment stated in any collective bargaining agreement that a union has with {d.employeeName} . [Employees should consult the terms of their collective bargaining agreement. ]

**[Acknowledgment of Receipt and Review**

[I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received a copy of {d.employeeName}'s Religious Accommodations Policy and that I read it, understood it, and agree to comply with it. I understand that {d.employeeName} has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the {d.position} of {d.employeeName} . I also understand that any delay or failure by {d.employeeName} to enforce any work policy or rule will not constitute a waiver of [{d.employeeName}’s right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized {d.employeeName} representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized [EMPLOYER NAME] representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

**OR**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), I received and read a copy of the {d.employeeName}'s Religious Accommodations Policy[, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (edition date) and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help {d.employeeName} 's employees work together effectively on assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

[signature page follows]

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