Religious Accommodation Request Form

Although not required by law, requiring employees to complete a written form to request religious accommodations is a best practice used by many leading companies. The form should list the key information you need to evaluate the request, including details about how the current work schedule, policy or practice interferes with the employee’s religious belief or practice, what revisions or modifications the employee is requesting to resolve the problem and whether alternative accommodations would suffice if the requested accommodation isn’t granted. The form also requires the employee to certify to the sincerity of his/her religious belief or practice, the accuracy of the information provided to support it and the possibility that further supporting information may be required. Here’s a Model Request Form you can adapt for your own organization.