#  *Diversity & Equal Opportunity*

## Religious Accommodation Request Form

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| General Information |
| Name |  |
| Department |  |
| School |  |
| Employee Only - Position Title of record |  |
| Employee Only - Supervisor/Manager of record |  |
| Work Phone |  |
| Cell Phone |  |
| UTHealth E-mail |  |
| Questions to document the reason for accommodation request |
| What is your sincerely held religious, ethical or moral belief, practice or observance? |  |
| Which requirement(s) conflicts with your sincerely held belief? |  |
| Have you had any accommodation in the past for this same sincerely held belief? |  [ ]  Yes [ ]  No |
| If *yes*, when and what were the accommodation(s)? |  |
| Questions to clarify accommodation(s) requested |
| What specific accommodation(s) are you requesting? | [ ]  Schedule change [ ]  Voluntary substitute [ ]  Shift swap [ ]  Change in job task(s)[ ]  Lateral transfer [ ]  Dress and grooming exception [ ]  Use of work facility for religious observance [ ]  Excused from employer-sponsored program[ ]  Exemption from vaccination requirements [ ]  Other, specify in space below  |
| Other accommodation: |  |
| How will the accommodation resolve the conflict between your religion and your work or educational program? |    |
| Other |
| Please provide any additional information that might be useful in processing your religious accommodation request  |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Please return this form to:Diversity & Equal Opportunity**Email:** call@uth.tmc.edu  |