

Religious Accommodation Process

Step 1 – Contact Human Resources – Employee Relations

For information on how to request a reasonable accommodation, contact Human Resources-Employee Relations at employeerelations@unmc.edu.

Step 2 – Documents You Will Need

Human Resources – Employee Relations will provide the Religious Accommodation form for the employee to complete.

- Employee Request for Religious Accommodation form

Step 3 – Discussing Your Plan

Documentation is reviewed by Human Resources – Employee Relations. Discussions will take place (interactive process) between the employee, supervisor and Human Resources-Employee Relations to review the employee accommodation requests and potential reasonable accommodations.

Step 4 – Reasonable Accommodation

Reasonable accommodations are aligned to meet the needs of the employee and employer. Reasonable accommodations may include modifications to work schedules, dress codes, etc.

Step 5 – Determination

Even though the individual provides input concerning the accommodation process, the University will determine what constitutes a reasonable accommodation on a case by case basis.

Step 6 – Accommodation Plan

Human Resources – Employee Relations will create and provide an Accommodation Plan for the employee and supervisor to sign. Each will keep a copy of the Accommodation Plan and will provide Human Resources – Employee Relations with a signed copy as well. Accommodation plans are subject to change if the job description changes or the employee's circumstances change. At that time, the employee needs to request a revision and the current accommodation plan will be reviewed and changed to reflect those circumstances.