

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.004 Religious Accommodations	Human Resources

Policy Statement. The University of North Texas at Dallas respects and values diversity among the religious beliefs and practices of its employees. The University will reasonably accommodate an employee’s sincerely held religious belief, unless an accommodation creates an undue hardship for the University.

Application of Policy. This policy applies to all employees.

Definitions.

1. **Reasonable Accommodations.** “Reasonable Accommodations” means adjustments in the work environment or in the way tasks are customarily done that enable an employee to observe or practice his or her religion or follow his or her beliefs.
2. **Religious Holy Day.** “Religious Holy Day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.
3. **Sincerely Held Religious Belief.** “Sincerely Held Religious Belief” means a practice or observance that includes moral or ethical beliefs as to what is right and wrong that is sincerely held with the strength of traditional religious views, even if no religious group espouses such beliefs, or the religious group to which the individual professes to belong may not accept such belief.
4. **Undue Hardship.** “Undue Hardship” means the more than minimal burden that a proposed religious accommodation would cause to the University’s operations.

Procedures and Responsibilities.

1. Faculty Member Absence for Religious Holy Day.

- i. A faculty member shall request leave for observance of religious holy days by providing a written list of the religious holy days to be observed during the semester to the department chair at or near the beginning of each semester and notify students in advance of classes that will be canceled due to his or her absence.

Responsible Party: Faculty member

- ii. The list must be delivered to the department chair personally by the faculty member, or sent by certified mail, return receipt requested, addressed to the department chair.

- iii. The department chair must sign and date the request for accommodation on the day he or she received it.
- iv. An absence for observance of a religious holy day shall be treated in the same manner as any other personal absence of a faculty member. If the absence does not qualify for paid leave, the faculty member will be docked one day of pay for each day of absence.

Responsible Party: Department chair

2. Requests for Accommodations.

- i. An employee is responsible for requesting an accommodation for a religious belief from his or her supervisor.
- ii. Requests for accommodation shall be made in writing and delivered to the employee's supervisor a reasonable time prior to when it is needed. If the accommodation requires absence or adjustment of work schedules, the employee should make the request at least 30 days before the absence or schedule adjustment.

Responsible Party: Employee

- iii. A request for accommodation of a sincerely held religious belief will be made unless it would cause undue hardship for the University. The supervisor must consult the Equal Opportunity Coordinator before approving or denying a request for accommodation.

Responsible Party: Supervisor

References and Cross-references.

Texas Education Code, § 51.925

Forms and Tools. None.

Approved: 8/30/2010

Effective: 8/30/2010

Revised: