

completing appropriate sections of the Southwestern Religious
Accommodation Request Form, which is available from Human Resources;
submitting this request for an accommodation to Human Resources;

The following factors are among those that may be included in the individualized assessment of religious accommodation requests:

- nature of the accommodation request;
- duration of the request;
- alternative accommodations;
- financial impact;
- impact on safety;
- impact on the operation of a department or on academic functions or requirements;
- impact on other employees or students;
- ability of the individual to perform essential functions of the position if the accommodation is granted; and
- Gci h\k YghYfbŃj Vt a Jra Ybhlc Xj YfgJmUbX JbWl gjj YbYgg"

Potential accommodations that may be reasonable depending on the circumstances of the particular request include but are not limited to:

- flexible scheduling (e.g., flexible arrival and departure time, flexible work breaks, working through lunch break in exchange for early departure) to permit religious observances;
- leave for religious observances;
- delivering services through a different modality (e.g., offering an asynchronous class session);
- voluntary shift substitutions or swaps;
- a place to pray;
- exceptions to the dress or grooming policies that do not affect safety requirements; and
- modification of non-essential job functions.

Depending on the situation and with supervisory approval, an employee requesting a religious accommodation may use accumulated leave (such as vacation) or leave without pay.

Human Resources will be notified by employees at least 30 days before the desired accommodation and by job applicants as soon as reasonably possible during the application and recruitment process. Failure to request. Supporting documentation requested may vary depending on the nature and extent of the accommodation requested. When more than one accommodation is feasible, Southwestern may select among any of the feasible accommodations, provided the accommodation will effectively eliminate the cultural observance conflict.

Following the receipt of the completed request form, Human Resources will:

- engage in an interactive process and discussion with the individual requesting the accommodation;
- notify and consult with any other individual or office reasonably involved in the process regarding the request; and
- issue a written decision to the individual approving or denying the request.

Human Resources will complete the remaining sections of the Southwestern Cultural Observances Accommodation Request Form.

Southwestern reserves the right to discontinue its consideration of significant cultural observance accommodation requests.