

SKIDMORE COLLEGE

REASONABLE ACCOMMODATION FORM FOR RELIGIOUS BELIEF OR PRACTICE

Skidmore College (the “College”) is committed to providing equal employment opportunities without regard to any protected status. As such, the College is committed to complying with all laws protecting individuals’ religious beliefs and practices. When requested, the College will provide reasonable accommodation of an applicant or employee’s sincerely held religious belief or practice, provided the requested accommodation is reasonable and does not create an undue hardship for the College or pose a direct threat to the health and/or safety of others in the workplace, educational environment, residential environment and/or to the requesting employee.

To request a reasonable accommodation, please complete this form and submit it to Human Resources. This information will be used by Human Resources to engage in an interactive process to determine eligibility for an accommodation and, if applicable, to determine the reasonable accommodation(s) that can be provided to enable the employee to perform the essential functions of their position without causing an undue hardship on the College or posing a direct threat of harm to self or others. Failure to provide this information may impact the College’s ability to effectively engage in the interactive process and to provide a reasonable accommodation.

Name: _____ Job Title: _____

Supervisor: _____ Unit/Department: _____

Phone: _____ Email: _____ Date of Request: _____

What accommodation(s) are you seeking based on a sincerely held religious belief or practice?

Why are you requesting a reasonable accommodation? Please include an explanation how your sincerely held belief or practice interferes with a College policy, procedure or other job requirement. _____

Please explain how the accommodation you are seeking will help resolve the conflict between your religious beliefs or practices and a College policy, procedure or other job requirement. _____

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How long do you anticipate the need for the accommodation(s) you are requesting? _____

To receive a religious accommodation, the religious observance must be one required by a sincerely held religious belief or practice. In some cases, the College will need to obtain additional information and/or documentation about your sincerely held religious practice(s) or belief(s). The College may need to discuss the nature of your religious belief(s), practice(s), and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an exemption. If requested, can you provide documentation to support your belief(s) and need for an accommodation?

☐ Yes ☐ No If no, please explain why: _____

EMPLOYEE AFFIRMATION

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in corrective action. I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace, educational environment, residential environment and/or me or if it creates an undue hardship on the College.

Signature

Date

Please return both pages to the Skidmore College Human Resources Department by:

Mail:

***The Skidmore College Human Resources Department
815 North Broadway, Saratoga Springs, NY 12866-1632***

Email:

Jsklein@skidmore.edu

Fax:

518-580-5805