

**EMPLOYEE REQUEST FORM
RELIGIOUS/MORAL ACCOMMODATION**

The University of Oregon is committed to providing reasonable accommodations for its employees' sincerely held religious, moral and ethical beliefs. Such accommodations are intended to foster inclusivity and tolerance by providing adherents with an opportunity to abide by, or practice the tenants of, sincerely held religious, moral or ethical beliefs.

Human Resources is responsible for working with employees and their supervisors/ departments to address these requests. Each request is assessed on an individual basis.

As a preliminary step in the process, we ask that you provide the information requested on pages two and three of this form so that we can better understand your need for accommodation. Once completed, please send this form (or a copy) by regular mail to Human Resources ADA Coordinator, 5210 University of Oregon, Eugene, OR 97403-5210, by fax (541) 346-2548, or email uoelr@uoregon.edu.

Any information that you provide Human Resources regarding your religious, moral or ethical beliefs or request for accommodation is maintained by Human Resources and is not shared with university employees who do not have a legitimate need to know the information. While the University will take your specific request for accommodation into account, it may seek to identify and provide equally effective, less burdensome alternatives, if available. It is also important to understand that in some instances the university may not be able to grant you an accommodation. Please be advised that in some circumstances the University may require additional information regarding the religious beliefs or practices that you identified.

Following receipt of this form, Human Resources will contact you to discuss next steps in the process. Completing this form does not prevent you from modifying or withdrawing your request for accommodation at any time, for any reason.

We appreciate your efforts to help us understand and accommodate your religious, moral or ethical beliefs.

Human Resources, ADA Coordinator

5210 University of Oregon, Eugene, OR 97403-5210

T (541) 346-3159 F (541) 346-2548 hr.uoregon.edu



Please provide the following information:

Name:

Duck ID:

Today's Date:

Job Title and Department:

Direct Supervisor:

Your Contact Information

Preferred Email Address:

Preferred Phone Number:

Preferred Mailing Address:

Please answer each of the following inquiries:

(1) Please identify your religion or sincerely held religious, moral or ethical belief.

(2) Please describe the religious accommodation you are requesting.



(3) Please explain, or provide supporting documentation which describes, the religious, moral or ethical nature of the belief or practice warranting the requested accommodation.

(4) Please explain how the requirements of your job conflict with your religious, moral or ethical beliefs.

(5) Please provide any additional information (either below or on a separate sheet of paper) that you believe is relevant to your request for accommodation.

Signature

Date