

RELIGIOUS ACCOMMODATION REQUEST FORM

Part 1: To be completed by Employee

Print Full Name: _____ Center: _____

Date of Request: _____ Director: _____

Reason for Request (Work Schedule, Dress/Appearance Code, Other): _____

Length of Time (Day(s) with Date(s) and/or Hours): _____

Suggested religious accommodation: _____

I have read and understand Imagine’s Policy on religious accommodation that is included with this request form. My religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. I understand that the accommodation requested above may not be granted and that Imagine will attempt to provide a reasonable religious accommodation that does not create an undue hardship on Imagine’s business, including required coverage to maintain safety of all children.

Employee Signature: _____ Date: _____

Part 2: To be completed by Director

Evaluation of Impact of employee’s suggested accommodation (if any): _____

Circle One: APPROVED DENIED If denied, provide reason and alternative accommodation(s) below: _____

Alternative accommodation(s) (list in order of preference):

- 1. _____
- 2. _____
- 3. _____

Date Discussed with Employee: _____

Accommodation agreed upon: _____

If no agreement on any reasonable accommodation, explanation of undue hardship: _____

Director Signature: _____ Date: _____

HR Director Signature: _____ Date: _____

RELIGIOUS ACCOMMODATION REQUEST FORM

Religious Accommodations Policy

An applicant or employee who seeks religious accommodation must make IMAGINE Administration aware both of the need for accommodation and that it is being requested due to a conflict between religion and work. IMAGINE will review past practices for reasonable accommodations and take into account Center-specific reasonable accommodations.

An employee may request time off for religious observance, which will be considered and not unreasonably denied. Leave for religious observance may be charged against accrued vacation hours. IMAGINE can require employees to make up breaks for religious observance. Requests for time off should, because of business necessity, be made in sufficient time prior to the observance to permit appropriate schedule changes to maintain classroom required ratios. Schedule changes are not guaranteed. Co-teachers may voluntarily swap hours if the Director deems this does not cause disruption. In general, Center Director approval will not be considered unless requested at least ten (10) working days prior to the day of religious observance to accommodate coverage issues.

IMAGINE will engage in an interactive process with the employee, as well as applicants, to determine reasonable religious accommodations. As part of this process, IMAGINE may ask employees to produce their handwritten note detailing the religious accommodation request for us to review. IMAGINE may request the employee to include written verification from the church or clergy. Reasonable accommodations cannot cause undue hardship in the conduct of IMAGINE's business, to include significant interference with the safe or efficient operation of the workplace, violation of a bona fide seniority system or be considered offensive to staff, children and parents. All employees must still be able to perform the essential functions of their position.

Directors are expected to report to Human Resources any applicant perceived to be in conflict with IMAGINE's Dress Code and Professional Appearance Policy.

Employees are not permitted to proselytize. IMAGINE will take reasonable care to correct inappropriate workplace conversations that result in misconduct towards any religion.

Reasonable religious accommodations requests will be determined based on the identifiable cost of the accommodation, including the costs of loss of productivity and of retaining or hiring employees, or transferring employees from one classroom to another due to coverage/ratio issues; the number of individuals who will need the particular accommodation to a sincerely held religious observance or practice; and the employee's inability to perform the essential functions of their job.