

Religious Accommodation Procedure for Employees

Michigan Technological University may provide a reasonable accommodation based on a person's sincerely held religious belief, practice, or observance, where accommodating the request would not result in undue hardship on the University. In determining whether undue hardship exists, factors such as the cost to the University and the impact on the rights of other employees would be considered.

An employee who would like to request a reasonable religious accommodation should make the email request directly to their supervisor with a copy to Human Resources. Employees should provide an explanation of the sincerely held religious belief, practice, or observance as well as the requested accommodation. The supervisor and/or Human Resources will engage in an interactive process with the employee regarding the request.

The use of vacation and personal leave is governed by University policies. Vacation days requested for the express purpose of religious observance will not be unreasonably denied by the supervisor if the employee has accrued vacation leave or is eligible for personal leave and the granting of leave or vacation time will not result in undue hardship for Michigan Tech. Nothing in this procedure exempts a Michigan Tech faculty or staff member from fulfilling their job responsibilities.

Michigan Technological University does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, marital status, disabled veteran status, veteran status, or disability.

General Resources on this issue: EEOC and Religious Accommodation

- [General Religious Best Practices](#) per the EEOC (there are other best practices on this website by topic in relation to religious accommodation)
- Religious [Accommodation info](#)
- [DOL website link](#)