



RELIGIOUS ACCOMMODATION REQUEST FORM

This form is to be used when an individual is seeking a religious accommodation because his or her sincerely held religious belief(s) or practice(s) conflict with the work environment.

Instructions: In order for your request to be processed properly, please fill out the sections below completely and use additional space if necessary.

For Campus and Health Science employees, submit the form to:

University of Utah Human Resource Management

250 East 200 South, Suite 125

Salt Lake City, UT 84111

(801)581-2169

Fax: (801)585-7375

Email: hr-ada@utah.edu

For UUHC employees, submit the form to:

UUHC Human Resources (UUHC HR)

Phone: 801-581-6500

Email: adarequest@hsc.utah.edu

CONTACT INFORMATION	
Name:	Date of Request:
UID:	Staff/Student/Faculty: Job Title:
Department/Unit:	Immediate Supervisor or Supervising Faculty Member:
Mailing Address:	Phone: _____ Mobile/Home _____ Work
Primary Email Address*:	
<p>*your primary email address will be used for all OEO Correspondence. If one is not provided, correspondence will be mailed to your Home/mailling address.</p>	

BELIEF AND ACCOMMODATION INFORMATION

Identify requested accommodation (e.g., leave for religious observance, use of religious attire, refusal of vaccination).	
Identify your religious beliefs or practices.	

*If necessary, please attach additional information on separate sheet.

ADDITIONAL INFORMATION & SUPPLEMENTAL DOCUMENTS

In some cases, the University of Utah will need to obtain additional information and/or documentation about your religious practice(s) or belief(s). This may include documentation from your religious or spiritual leader. If requested, can you provide documentation to support your belief(s) and need for the accommodation?

YES

NO

☐
☐

Are you attaching any supporting documentation to this request?

YES

NO

☐
☐

If yes, please list the documents below:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SUMMARY OF NEXT STEPS

1. This request will be reviewed by Office of Equal Opportunity and Affirmative Action.
2. You will be notified, in writing of the decision regarding the request.

CERTIFICATION

I certify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is unreasonable and/or if it creates an undue hardship on my employer. Please submit this completed form to the OEO/AA, contact information below.

Signature: _____

Date: _____