



Religious/Personal Belief Reasonable Accommodation Request Form

Part 1: To Be Completed by Learner, Faculty, Non-Faculty Academic/Staff Employee Requesting Religious Accommodation

Last, First Name:		Email Address:
Department/Program or Immediate Supervisor Name:		Phone Number:
Date of Request:	Length of time accommodation needed:	UCSF Employee ID:
		Year (if DDS Student):

Describe the policy, practice, activity, and/or schedule for which you are seeking religious accommodation.

Specify how the policy, practice, activity, and/or schedule conflicts with your religious beliefs:



Describe the requested accommodation (e.g., job change(s), schedule accommodation, dress/appearance accommodation):

Describe the religious belief or practice that necessitates this request for accommodation(s). (Please provide sufficient information, such as the nature of your belief, practice or observance, and how it conflicts with job duties, work schedule, academic or School activity, or with a School of Dentistry policy or practice (e.g., on dress and appearance), or with other aspects of employment or academic or School activities:

My religious/personal 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 but that the School will attempt to provide reasonable religious accommodation that does not create an undue hardship on the School operations.

Employee/Requestor Name (print)

Date

Employee/Requestor Signature



Part 2. To Be Completed by Supervisor/Director of Student Affairs and Advocacy

Date accommodation request received:	☐ Accepted ☐ Not Accepted
Date discussed with requestor on:	Supervisor/ Director of Student Affairs or Advocacy Name:

Employee/Learner suggested accommodation:

Alternative accommodations:

Accommodation agreed upon or Reason for Denial: *(If no agreement on an accommodation, state the ultimate outcome and reason for denial.)*

Note: Before denying an employee's request for religious accommodation, supervisor shall consult with the assigned Labor and Employee Relations Specialist (staff employees' requests) or Vice Provost of Academic Affairs Specialist (faculty and non-faculty academic employees' requests).

Supervisor/ Director of Student Affairs and Advocacy Signature

Date