In compliance with Title VII of the Civil Rights Act of 1964, the University prohibits employment discrimination based on religion and will provide reasonable accommodation to eliminate conflict for an individual's sincerely held religious beliefs or practices unless the accommodation would result in an undue hardship, or cause more than a minimal burden on the University's business operation. Social, political, or economic philosophies, or personal preferences, are not religious beliefs or practices protected under Title VII.

**STEP 1 COMPLETE RELIGIOUS ACCOMMODATION REQUEST FORM**

Employees and applicants may submit a request for religious accommodation by completing the [Religious Accommodation Request Form](#). Completed forms are forwarded electronically to the Senior Benefits and ADA Coordinator in Human Resources for review.

**STEP 2 PROVIDE SUPPORTIVE DOCUMENTATION**

Documentation of your religious beliefs and practices should be uploaded within your Religious Accommodation Request Form to support your request for accommodation. If no documentation is included or additional information is needed for consideration of the request, you may be asked to provide documentation or other authority regarding your religious belief or practice.

Additionally, the Senior Benefits and ADA Coordinator may need to verify the nature of your religious belief or practice with another party or parties who is/are knowledgeable about your religious beliefs, which may include, but is not limited to, your spiritual leader or fellow adherents to address the request for Religious Accommodation.

**STEP 3 CONSIDERATION OF THE REQUEST**

Requests for religious accommodation will be considered on a case-by-case basis.

Your supervisor may be consulted regarding the essential functions of your position and the effects of the accommodation on the work unit, or to identify alternative accommodation(s) that would effectively eliminate the religious conflict.

**STEP 4 DETERMINATION OF REQUEST**

The Senior Benefits and ADA Coordinator will provide a Religious Accommodation Determination form to advise you of the outcome of your request for religious accommodation.

If approved, the determination form will include the specific accommodation(s) approved, the duration of the accommodation(s), and, if necessary, an implementation plan.

If your request is not approved, the determination form will provide an explanation for the basis of the denial.

If you have questions regarding the Religious Accommodation process, please contact the Senior Benefits and ADA Coordinator at:

hrcompliance@louisiana.edu or (337) 482-1014 | Fax (337) 482-1452