

## ***RELIGIOUS ACCOMMODATION POLICY***

Title VII of the Civil Rights Act of 1964 prohibits employers from discriminating on the basis of religion and requires that they take steps to accommodate the religious practices and needs of their employees. At BGSU, all employees, ***faculty, administrative and classified staff***, are to be granted a two-hour release time period to attend any religious service or to meet a religious need that occurs during normal working hours. There may be no loss of compensation, vacation or personal time for this period.

Religious practice or need is defined by the Equal Employment Commission in a broad way that includes moral or ethical beliefs as to what is right and wrong that are sincerely held by the individual person with the strength of traditional religious views. Arrangements for a religious practice must be made in advance with the employee's immediate supervisor. If an employee requires more than two hours for a religious practice, that excess time must be taken as vacation, personal leave or leave without pay.

It is recognized that individuals of certain religions observe their holidays on days that have not been designated as legal holidays by state or federal law. Arrangements relative to time off, such as rearranging a work schedule, are to be mutually agreed upon by the employee and the immediate supervisor. If arrangements relative to the exchange of time cannot be made, the excess time the individual is excused must be taken as vacation, personal leave, or leave without pay. Supervisors are encouraged to be flexible in the application of this policy and to make *reasonable accommodation* unless such an accommodation would clearly cause "undue hardship" in the conduct of university business.

***Faculty members*** are also eligible for *religious accommodation*. How the reasonable accommodation is made, in view of class obligations, should be determined in a discussion with the chair or director of the unit.

Additional information on the Religious Accommodation Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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