

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Religious Accommodations for Employees
FPU Policy Number: FPU-6.1032P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: 05/17/2019
Date Revised:
Responsible Division/Department: Human Resources
Initiating Authority: Mark Mroczkowski, Vice President & CFO

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all University employees.

Florida Polytechnic University recognizes that some religious holy days may fall on a regularly scheduled work day. This policy is intended to set guidelines and to provide a reasonable accommodation for employees to practice their religious beliefs.

B. POLICY STATEMENT:

Florida Polytechnic University prohibits discrimination on the basis of religion and is committed to providing a work environment that is respectful of employee religious beliefs. As part of this commitment, the University will make a good faith effort to provide reasonable religious accommodations to employees whose sincerely held religious beliefs conflict with a University policy or employment requirement unless such an accommodation would create an undue hardship.

Scheduling Changes and Absences: The University will make reasonable efforts to accommodate an employee’s requests for absences to the extent such request does not cause an undue hardship for the University. If a request for absence(s) is approved through the procedures described below, employees shall be allowed to take accrued leave or, in its absence, leave without pay to observe a religious holy day of their faith. Each employee is responsible for work missed and will be permitted a reasonable amount of time to make up the work. Faculty will make arrangements for another instructor to conduct the class in his or her absence or reschedule the class.

C. DEFINITIONS:

Religion: Includes not only traditional, organized religions but also religious beliefs, including those that are new, uncommon, not part of a formal church or sect, only subscribed to by a small number of people. Religious beliefs and observances that are sincerely held will be considered as part of this policy.

Religious Accommodation: A reasonable change in the work schedule that enables an employee to practice or otherwise observe a sincerely held religious practice or belief without undue hardship on the University.

Undue Hardship: More than minimal difficulty, cost, or expense on the University’s operations. Undue hardship may refer to financial difficulty in providing an accommodation that is unduly expensive,

substantial, disruptive, or that would fundamentally alter the nature or operation of the University's business, or the essential functions of the job. Accommodations which interfere with the safe and efficient operation of the workplace or campus will often present an undue hardship.

D. PROCEDURES:

Employees may request a religious accommodation by making a written request for an accommodation to their supervisor(s) at least 25 days (unless reasonably impractical) in advance of their need for the accommodation.

POLICY APPROVAL	
Policy No.: FPU-6.1032P	
_____	_____
Initiating Authority	Date
_____	_____
Policies & Procedures Review Committee Chair	Date
_____	_____
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

**EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL**