

## 45- DAY RELIGIOUS ACCOMMODATION PROCESS STEPS

### Department of Navy's Procedures for Processing

#### Religious Accommodation Requests

A request to make any adjustment to the job application process, the work environment or to the manner or circumstances under which work is customarily performed, which will allow the Requester to comply with their religious, ethical, or moral beliefs, shall be processed as a religious accommodation under Title VII.

### Step 1: The Religious Accommodation Request

A Requester who seeks a religious accommodation must put the NEXCOM on notice that the need for an accommodation is based on a conflict between the individual's religious belief, practice, or observance and their work duties or the application process. In requesting a religious accommodation, a Requester is not required to use "magic words," such as "religious accommodation" or "Title VII." Requesters should put their request in writing to their first-line manager and the request submitted to the Disability Program Office within **2 business days** to the [RAGroup@nexweb.org](mailto:RAGroup@nexweb.org) mailbox.

### Step 2: The Interactive Process

The request triggers the Interactive Process between the Decision Maker (Manager) and the Requester. Discussion to better understand the nature of the conflict between the sincerely held religious belief, practice, or observance and the work duties or application process, the requested accommodation, the length of time accommodation may be needed, and if there are any alternative accommodations that might meet the Requester's needs. If there is no clear, objectifiable evidence of the sincerity of the held belief, management will only examine whether the religious accommodation will pose an undue hardship on its operations. All parties must demonstrate good-faith efforts to participate throughout the process.

### Step 2: The Interactive Process: Provide & Document Interim Accommodation

The supervisor must consider any possible means of accommodating the individual on an interim (temporary) basis while the request is being processed. The interim accommodation would allow the individual to perform some or all of the job functions of their job, if it is possible to do so without imposing an undue hardship (substantial burden). The temporary accommodation will be documented and expires once the request has been processed and an accommodation decision made.

### Step 3: Review of the Request

There are three major considerations that may need to be examined for religious accommodation requests: (1) if the belief underlying the request is religious in nature, (2) if the religious belief is sincerely held, and (3) whether granting the request would pose an "undue hardship" (substantial burden). The Decision Maker will work with the RA Coordinator and any other necessary advisors (Legal, HR) to ensure enough information is on hand to be able to make an informed decision about the request. Information to support the accommodation may be requested during this process. Some Reasonable Accommodation examples for religious reasons are voluntary schedule swaps, flexible scheduling, lateral transfer, compensatory time, etc.

### Step 4: Accommodation Decision

The Decision Maker will approve or deny the accommodation if it poses an undue hardship. If the requested accommodation poses an undue hardship, alternative accommodations must be considered to determine if any accommodation could remedy or mitigate the conflict between the sincerely held religious belief and the work or application process requirement. The Requester will receive the accommodation decision in writing within **45 days from the date of request**. If request is not approved, alternative accommodations must be considered.