



DALLAS COUNTY

HUMAN RESOURCES/Civil Service
500 Elm Street, Ste. 4100
Dallas, TX 75202
214.653.7538 
214.751.5720 Fax

EmployeeRelations-HR@dallascounty.org
Website: www.dallascounty.org

RELIGIOUS ACCOMMODATION REQUEST FORM

The County of Dallas is committed to diversity and inclusiveness of all individuals. This form is to be used when an individual seeks a religious accommodation because of a sincerely held religious belief or practice that conflicts with the work environment.

Instructions: Please complete the sections below.

PART 1. Complete this form and submit to your Departmental Human Resources Representative to request a religious accommodation.

CONTACT INFORMATION	
Name:	Date of Request:
Department/Unit:	Immediate Supervisor:
Mailing Address:	Phone: _____ Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/>
Email Address:	

BELIEF AND ACCOMMODATION INFORMATION	
Identify requested accommodation (e.g., time to pray, leave for religious observance, or religious attire)	
Identify your religious beliefs or practices	
Identify duration of accommodation	<input type="checkbox"/> Temporary (e.g., seasonal) <input type="checkbox"/> Permanent (e.g., annual religious event or daily religious requirement)

RELIGIOUS ACCOMMODATION REQUEST FORM

DISCLOSURE OF PREVIOUS ACCOMODATIONS

If you previously received a religious accommodation from The County of Dallas, complete table below.

Description of accommodation previously granted	
Department/Unit	
Supervisor's name	
Date granted	

ADDITIONAL INFORMATION & SUPPLEMENTAL DOCUMENTS

In some circumstances, The County of Dallas will require additional information and/or documentation about your religious practice or belief. This may include documentation from your religious or spiritual leader or another third party.

If requested, can you provide documentation to support your belief(s) and need for an accommodation?

YES NO

Are you attaching any supporting documentation to this request?

YES NO

If yes, please list the documents below:

1. _____
2. _____
3. _____
4. _____
5. _____

CERTIFICATION

I certify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is unreasonable and/or if it creates an undue hardship on my employer.

Employee Signature: _____

Date: _____

Print Name: _____

SUMMARY OF NEXT STEPS

1. This request will be reviewed by the Department and Human Resources.
2. You will be notified, in writing, of the decision regarding the request.

Employee's Initials

RELIGIOUS ACCOMMODATION REQUEST FORM

PART 2. To be completed by Departmental HR Representative

1. DEPARTMENT'S DECISION	
This request of an accommodation is:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Alternative Accommodation Approved
<input type="checkbox"/> Denied	
2. APPROVED	
Briefly describe the accommodation granted to the employee.	
3. ALTERNATIVE ACCOMMODATION APPROVED	
Briefly explain the reason for the alternative accommodation and why the full accommodation is not granted.	
Alternative accommodations the Department considered:	
Date(s) discussed with employee:	
Accepted by Employee:	<input type="checkbox"/>
Denied by Employee	<input type="checkbox"/>
4. DENIED	
Briefly explain the reason for denying this religious accommodation request and describe the information considered.	
Date(s) discussed with employee before making the decision:	
5. DEPARTMENT HR REPRESENTATIVE CERTIFICATION	
Sign upon completion and review of this form.	
Sign	Date
Dallas County will accommodate you by _____.	
If you agree sign here: _____ Date: _____	
<p>Unfortunately, Dallas County cannot grant the requested accommodation. While efforts to find a mutually agreeable resolution have not resulted in a solution, Dallas County remains receptive to further suggestions from you. Please contact EmployeeRelations-HR@dallascounty.org to review further.</p> <p style="text-align: center;">Article XII. Religious Accommodation Policy. Sec. 86-1107 through 86-1111.</p>	

Employee's Initials
