



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Vice President for Human Resources
Responsible Office: Office of Equal Employment Opportunity and Affirmative Action
Last Revised Date: September 1, 2005

RELIGIOUS ACCOMMODATION

Policy Statement

At the employee’s request, the university will attempt to provide a reasonable accommodation for sincerely held religious beliefs and practices of the employee if to do so does not impose an undue hardship on the employee's department, or interfere with the employee's ability to perform the essential functions of his or her position.

Reason for Policy

To provide guidance to employees and managers concerning religious accommodations.

Who is Governed by this Policy

Faculty, staff and students

Table of Contents

| | |
|---|---|
| Policy Statement | 1 |
| Reason for Policy | 1 |
| Who is Governed by this Policy | 1 |
| Table of Contents | 1 |
| Policy | 2 |
| Contact | 2 |
| Document History | 2 |
| Who Approved This Policy | 2 |

Policy

Sometimes individuals hold religious beliefs or conduct religious practices that conflict with their work schedules or assigned responsibilities. At the employee's request, the university will attempt to provide a reasonable accommodation for sincerely held religious beliefs and practices of the employee if to do so does not impose an undue hardship on the employee's department, or interfere with the employee's ability to perform the essential functions of the position. If an employee would like to request, or if a manager receives a request for, a religious accommodation, please contact the Office of Equal Employment Opportunity and Affirmative Action. Employees may be asked to provide appropriate documentation to support the request.

Contact

| Contact | Telephone | Email |
|--|--------------|--|
| Office of Equal Employment Opportunity | 202-994-9656 | eeo@gwu.edu |

Document History

- **Last Reviewed Date:** July 6, 2018
- **Last Revised Date:** September 1, 2005
- **Policy Origination Date:** Not Available

Who Approved This Policy

Louis H. Katz, Executive Vice President & Treasurer

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.