



Policy

Title:	Non-Disability Related Reasonable Accommodations for Employees
Effective Date:	Reviewed June 15, 2021
Approved By:	President's Council
Responsible Party:	Vice-President of Human Resources
History:	12/12/17

I. PURPOSE

Salus University is committed to providing reasonable accommodations to account for an Employee's (a) Religious Practice or (b) lactation needs of nursing employees.

II. DEFINITIONS

Religious Accommodation: A reasonable change in the work or academic environment that enables an Employee to observe a Religious Practice without Undue Hardship to the University. A reasonable Religious Accommodation may include time for prayer during a work day, scheduling flexibility in order to attend religious events or observe a religious holiday, or modification to University policy, procedure or practice, provided such accommodation is reasonable and does not cause Undue Hardship/Burden.

Religious Practice: (Title VII) Practices or observances based on deep religious conviction, shared by an organized group and intimately related to daily living. [Social, political, or economic philosophies, or personal preferences, are not "religious" beliefs under Title VII.]

Undue Hardship/Burden Significant demand placed on the University's resources due to the actual or anticipated provision of a specific accommodation. Undue Hardship/Burden may refer to financial, physical, logistical, or administrative resources required to provide an accommodation or accommodations. Accommodations that are unduly expensive, disruptive, or that would fundamentally alter academic operations, the nature or operation of the University's business, or the essential functions of a job are not reasonable. Accommodations which interfere with the safe and efficient operation of the workplace or campus or with a bona fide seniority system will often present an Undue Hardship/Burden.

III. POLICY

The University may provide reasonable accommodations:

- to support an individual's Religious Practices
- to support nursing mothers who want to lactate at work.

IV. PROCEDURE

Accommodation Requests

Lactation

Any employee who wishes to express milk during the working day, must work with their supervisor and the Office of Human Resources to determine how best to reasonably accommodate the needs of the employee without unduly affecting the performance of her job.

Religious Accommodation

All employees may request a Religious Accommodation by making a written request for an accommodation to their supervisor(s). The form is attached.

Employees are required to complete a formal accommodation request form and may be required to provide other documentation or information supporting the request. See Religious Accommodation Request Form.

Employees who anticipate being absent from work because of a religious observance must submit their request for time off in advance at least ten (10) business days in advance. Depending on the situation and with supervisory approval, an employee requesting a religious accommodation may use accumulated leave (such as vacation leave) or leave without pay. In some circumstances, the leave may be accommodated by an alternate work schedule approved in advance by the employee's supervisor.

Accommodation Consideration

Consideration of accommodation requests will be made on a case-by-case basis taking into account factors including but not limited to, the fundamental requirements of the applicable academic program and/or related technical standards, essential functions of an individual's job, the duties of others in the department or job group, the requirements of the department or major, any impact of the accommodation, the duration of the accommodation request, and the availability of alternative accommodations.

Approvals should be provided in writing to the requesting employee whenever possible.