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Originating Office: Human Resources

Responsible Executive: VP of Finance & Administration

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Religious Accommodations

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I. REASON FOR THIS POLICY

The purpose of this policy is to ensure University of South Dakota employees are afforded time off for religious observances and activities based on religious mores/mandates.

II. STATEMENT OF POLICY

The University of South Dakota is committed to supporting its employees regardless of religious affiliation or non-affiliation in accordance with state and federal regulations. As part of this commitment, the university makes good faith efforts to accommodate employees' religious practices and beliefs, unless such accommodations would create undue hardship.

III. DEFINITIONS

Religious Accommodations – the process in which employees and supervisors make a good faith effort to provide accommodation of an individual's sincerely held religious belief.

IV. PROCEDURES

There may be times when an academic or work requirement conflicts with religious observances and practices. If this occurs, employees may request religious accommodation by notifying their supervisor of their request in writing. The supervisor will review the request to provide reasonable accommodation, if possible, without creating undue hardship for the

department. Employees should inform their supervisor of their request at the earliest possible time.

An accommodation may be in the form of scheduled leave, leave without pay, or an alternative work schedule that does not constitute undue hardship for the institution or department. In cases where leave is not available or an alternative work schedule is not possible, the supervisor or employee may seek assistance from the Human Resources office.

Faculty are encouraged to work with their supervisor on any such absences that will occur because of this policy and explain alternative accommodation that will be made for missing a class.

In those cases where a request for religious accommodation is denied by the supervisor, the employee may pursue a grievance under the grievance process.

Additional resources in resolving disagreements over accommodation include the Human Resources Department and the Office of Equal Opportunity.

Employees who believe they have been discriminated against on the basis of religion by the denial of a requested religious accommodation may contact the Office of Equal Opportunity to learn about filing a discrimination complaint.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[USD Equal Opportunity website](#)

[Leaves of Absence Policy, University of South Dakota 4.002](#)

[Grievance-Faculty, Board of Regents 4.4.9](#)

[Non-Faculty Exempt Grievance Procedure, Board of Regents 4.3.1](#)

[CSA Classification Appeals/General Grievance Procedures, Board of Regents 4.2.1](#)

[Alternate Work Schedules, Board of Regents 4.1.5](#)

[South Dakota State Holidays, South Dakota Codified Laws: 1-5-1](#)

[University of South Dakota, Religious and Spiritual Observances Calendar](#)