

## **WORKPLACE ACCOMMODATION GUIDELINE FOR EMPLOYEES WITH RELIGIOUS OBLIGATIONS**

### **INTRODUCTION**

The University of Windsor recognizes and values religious diversity and will accommodate employees who, by reason of religious obligation, are unable to attend work and/or work-related activities in accordance with the *Ontario Human Rights Code* and provisions in the collective agreements.

### **INTENT**

The intent of this guideline is to ensure that an accommodation of an employee's religious obligation is balanced with the university's responsibility to provide safe and ongoing services.

### **RESPONSIBILITIES IN ACCOMMODATING TIME OFF FOR RELIGIOUS OBLIGATIONS**

In the fall the University provides a religious holiday calendar to members of the university community. This calendar highlights major holidays which require religious obligations away from work/study.

### **EMPLOYEES**

Where dates of religious obligations are known in advance, scheduling an alternate day of work or shift may be all that is required. Where alternate scheduling cannot be done, an employee is required to make a written request to the supervisor/manager two weeks in advance, requesting religious accommodation for the obligation.

Where the date of the religious obligation is not known in advance, due to those religious holidays determined by the lunar calendar, a written request must be submitted for consideration and approval to the supervisor/manager as soon as the date is known.

An employee is entitled to two paid days for religious leave.

Failure to provide the supervisor/manager with adequate notice to consider and approve the request such that alternate workflow arrangements are made may lead to a denial of the accommodation request.

### **SUPERVISORS/MANAGERS**

Supervisors/managers are obligated to make diligent efforts to approve employee requests for religious observances unless to do so creates undue disruption to the delivery of safe services.

If anyone has a question about a particular religious obligation and a workplace religious accommodation request, contact either the Human Rights Office or the Employment Equity Office.