

# Academic Affairs Manual (ACD)

## ACD 304–04: Accommodation for Religious Practices

Effective: 12/1/1981

Revised: 11/1/2019

### Purpose

To provide for reasonable accommodation of religious practices, and to prevent discrimination against any individual on the basis of that individual’s religious beliefs or practices, or absence thereof

### Sources

Title VII, Civil Rights Act (1964) as amended, 42 *United States Code* § 2000e et seq.

*Arizona Revised Statutes* § 41–1463

*Arizona Board of Regents Policy Manual* - 1–110

Office of the Provost of the University

### Applicability

Faculty

Academic professionals

Administrative, classified, and university staff

Graduate teaching assistants/associates

### Policy

The university community should in all its activities be sensitive to the religious practices of the various religious faiths represented in its student body and [employees](#). [Faculty](#) are asked to recognize the obligations of their students who may be participating in the observance of religious holidays. (See the [Council of Religious Advisors](#) for more information about various religious holidays.) Students should notify faculty at the beginning of the semester about the need to be absent from class due to religious observances.

Board of Regents policy prohibits discrimination against any student, employee, or other individual because of such individual’s religious belief or practice, or any absence thereof.

Administrators and faculty members are expected to reasonably accommodate individual religious practices (e.g., by an adjustment to the academic or workplace environment, such as rescheduling, flexibility in scheduling, voluntary substitutions, job reassignments, modification of grooming requirements). A refusal to accommodate is justified only when undue hardship to the university’s legitimate business purposes would result from each available alternative of reasonable accommodation (e.g., requires more than ordinary administrative costs, diminishes the efficiency in other jobs, infringes on other employees’ job rights or benefits, or impairs campus/workplace safety). Contact the Office of the Provost of the University or the Office of Human Resources for assistance in determining undue hardship or reasonable accommodation.

Employees subject to this policy who will be absent from assigned responsibilities, including teaching assignments, to observe religious holidays, are not required to obtain administrative approval for the absence provided they do one of the following in advance of the absence:

1. arrange to have another qualified individual assume job responsibilities, including the teaching of classes, in their absence

or

2. arrange directly with students to reschedule the class or otherwise make up the class time missed, provided the needs of students are considered.

Within ten working days after the semester commences, employees observing religious holidays must notify their immediate supervisors (generally chairs, heads, or directors) of the days during the semester that they will be absent and that arrangements no. 1 or no. 2 listed above have been or will be made prior to the absences.