



**Policy Chapter:** Chapter 05 Human Resources

**Policy Number and Title:** 05.013 Workplace Religious Accommodations

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**I. Policy Statement**

The University of North Texas (UNT) is committed to providing an inclusive workplace for employees. In keeping with this commitment, UNT accommodates sincerely held religious beliefs of applicants and employees.

**II. Application of Policy**

All applicants for employment and UNT faculty, staff, and student employees.

**III. Policy Definitions**

**A. Religious Accommodation**

“Religious Accommodation” means adjustments in the application process, work environment, or in the way tasks are customarily done that enable applicants or employees to observe or practice their religion or follow their sincerely held religious beliefs.

**B. Sincerely Held Religious Belief**

“Sincerely Held Religious Belief” means a practice or observance that includes moral or ethical beliefs as to what is right and wrong that is sincerely held with the strength of traditional religious views, even if no religious group espouses such beliefs, or the religious group to which the employee professes to belong, may not accept such belief.

**C. Undue Hardship**

“Undue hardship” means significant difficulty or expense in relation to resources and circumstances of UNT when considering the reasonableness of the cost or difficulty of providing a specific accommodation; more than a de minimis cost.

**IV. Policy Responsibilities**

A. An applicant who desires a religious accommodation must make a request to Human Resources.

B. An employee who desires a religious accommodation must make a request to their supervisor.

1. Individuals who desire religious accommodations should submit the request as early as possible to avoid presenting an undue hardship. Generally, a request should be submitted three (3) days before it is needed.
2. The employee’s supervisor must consult with Human Resources before approving or denying a religious accommodation request.
3. The employee’s department and supervisor are responsible for taking the necessary steps to put the reasonable accommodation in place, including informing the appropriate UNT department when funding is necessary to provide the accommodation

and providing all records related to the accommodation request to Human Resources.

- C. Denial of an Accommodation Request. If a request for accommodation is denied, Human Resources shall provide the reasons for the denial in writing to the individual requesting the accommodation.
- D. Employees may request a review by the Chief Human Resources Officer if the request is denied.
- E. All records related to the accommodation request will be maintained by Human Resources in accordance with UNT System Administration Records Retention Schedule.

**V. References and Cross-References**

[29 C.F.R. Title 29 § 1630](#)

[UNT Policy 16.004 Prohibition of Discrimination, Harassment, and Retaliation](#)

[UNT System Administration Records Retention Schedule](#)

**VI. Revision History**

Policy Contact:	Asst VC & Chief HR Officer
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