

## RELIGIOUS ACCOMMODATIONS REQUEST

FCPS employees may request reasonable religious accommodations. A reasonable religious accommodation is any adjustment to the work environment that will allow the employee to practice their sincerely held religious beliefs or practices.

**LEAVE REQUESTS:** This form does not apply for LEAVE REQUESTS based on religion. Per Regulation 4817 - Religious Leave requests are determined by the principal and/or program manager. Due to the possible number of requests and potential impact on the workplace, an employee who seeks leave as a religious accommodation should submit their request in writing to their principal and/or program manager *at least 30 days in advance* of when they are requesting the leave. Please complete the information below.

Name _____	Employee ID Number _____
Position _____	Work Location _____
Telephone Number (Work) _____	(Home) _____
Principal or Program Manager Name _____	

### Religious Accommodation Request:

Please describe in detail what workplace accommodations you are requesting.

**Please send this completed and signed form to:**

The Office of Equity & Employee Relations (EER), Department of Human Resources  
8115 Gatehouse Road, Falls Church, VA 22042 or by fax at 571-423-5051.

If you have questions, please call EER at 571-423-3070.

Signature _____	Date _____
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