

**AN EMPLOYER'S CHECKLIST FOR
DETERMINING REASONABLE ACCOMMODATION
TO RELIGION IN THE WORKPLACE**

by
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Applicable law contemplates that when an employee requests a reasonable accommodation to his religious beliefs in the workplace, the employer will initiate an interactive process which will explore the possibility of making a reasonable accommodation to the employees religious needs without imposing an “undue hardship” upon the employer.

Whether a requested accommodation is “reasonable” and whether a “hardship is undue” are questions of fact which may be sent to juries who impart liability through the test of fairness.

The Courts have preferred that there be an interactive discussion between the religious employee and the employer. Here is a checklist to help employees satisfy their obligations

1. **Ask the employees to specify in writing what their religion requires they do with respect to their work.**
 - Time off?
 - Sabbath observance
 - Holiday observance
 - Attendance at religious ceremonies
 - Dress requirement?