This regulation supersedes Regulation 4817.5.

I. PURPOSE

To provide procedures for requesting reasonable religious accommodations in compliance with Title VII of the Civil Rights Act of 1964 as amended, which prohibits discrimination based on religion. Fairfax County Public Schools provides reasonable accommodations for sincerely held religious beliefs, practices, and affiliations unless doing so would impose an undue hardship.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

A. Section IV.A.2. clarifies the responsible party for processing employees’ religious accommodation requests.

B. Section IV.B.1. clarifies the submission and granting of religious leave.

III. DEFINITION

A religion is a sincerely held belief, observance, and practice. A reasonable religious accommodation is any adjustment to the work environment that would allow employees to practice their religion unless doing so would cause an undue hardship.

IV. PROCEDURES

A. Requests for Religious Accommodation

1. An employee who needs a religious accommodation shall complete the Religious Accommodations Request form (HR-460) and submit it to the Office of Equity and Employee Relations (EER). The HR-460 form can be accessed at: https://www.fcps.edu/sites/default/files/media/forms/hr460.pdf.

2. An EER specialist will contact the employee and his or her principal and/or program manager within three business days of receipt of the request as part of the interactive process. Requests for religious accommodations that involve an adjustment to the workplace will be processed within 30 calendar days.
B. Requests for Leave for Religious Purposes

1. 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 due to the possible number of requests and potential impact on the workplace.

   In addressing several requests, that if granted would negatively impact the workplace and cause an undue hardship, the principal and/or program manager will use a neutral method to grant or deny religious leave.

2. In addition to using annual, personal leave, and/or leave without pay, employees may makeup a maximum of 16 hours of religious leave annually in accordance with the following guidelines:

   a. Makeup duty may be completed either before or after the leave is taken and performed at the school, work location, or through telework at the discretion of the principal and/or program manager.

   b. The amount of time taken for religious leave shall be made up in increments of no less than one-half hour.

3. The makeup duty shall be completed within 30 workdays after the leave for exempt employees (employees ineligible for overtime) and within the same workweek for nonexempt employees (employees eligible for overtime). When the hours are made up, a memorandum of record shall be completed by the principal and/or program manager, signed by the employee, and filed for reference.