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| Religious Accomodations | **Last Revision:** | March 2020 |
| **Last Reviewed:** | March 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * RightHealth® * THA Services * PalliationChoices |
| **Included in the following THA Manual:** | Administrative Policies & Procedures  Ethics, Rights, & Responsibilities |

**POLICY**

The organization respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company’s business.

**PROCEDURE**

1. An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with THA Group’s policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to his or her immediate leader. The written request will include the type of religious conflict that exists and the employee’s suggested accommodation.
2. The immediate leader will confer with the Talent Management department and evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on THA Group’s business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety or uniform requirements, or for other aspects of employment.
3. The leader and employee will meet to discuss the request and decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate leader will implement the decision and the decision will be documented, dated and signed by the employee and leader and included in the employee’s personnel file. If the employee rejects the proposed accommodation, he or she may appeal by requesting further review by leadership.