



# Employee Request for Accommodation for Religious Practice Form

Chicago Park District

## Instructions

- Complete all requested information. Email the completed form to [HR@ChicagoParkDistrict.com](mailto:HR@ChicagoParkDistrict.com).
- Human Resources will inform your supervisor and the Labor Relations Manager of this request and engage in the interactive process to determine the outcome of this request.
- Contents of this request will be shared only as necessary to consider the request for a reasonable accommodation.
- You will be notified if more information is needed.
- Please consult the *Religious Accommodation Policy for Employees & Applicants* for further information about religious accommodation requests.

## Employee Information (to be completed by the Employee)

Date:

Name of Employee Requesting Religious Accommodation:

Title:

Department/Unit:

Phone Number:

Email:

Mail Stop Address:

How would you prefer to be contacted?

Email

Phone

## Supervisor Information (to be completed by the Employee)

Name of Immediate Supervisor:

Supervisor's Title:

Phone Number:

Supervisor's Email:

## Human Resources Manager Information (to be completed by the Employee, if known)

Name of Human Resources Manager (if known):

Phone Number:

Email:

## Questions to Document the Reason for the Request (to be completed by the Employee)

**1. Please identify the religious practice or sincerely held belief for which you are seeking an accommodation:**

*Continued on next page*

