



## JOINT INDUSTRY BOARD OF THE ELECTRICAL INDUSTRY RELIGIOUS ACCOMMODATION REQUEST FORM

### INSTRUCTIONS FOR COMPLETING THIS FORM

Consistent with Title VII of the Civil Rights Act of 1964 (Title VII) and New York State and City law(s), the Joint Industry Board of the Electrical Industry (the "JIB") will provide a reasonable accommodation for an employee or applicant's sincerely held religious belief or practice if such accommodation would resolve a conflict between the individual's religious beliefs or practices and a work requirement, unless doing so would create an undue hardship on the JIB or result in a direct threat which cannot be mitigated by such accommodation.

If you believe you require an accommodation because of your sincerely held religious beliefs or practices, please complete and submit this form to the Director of Human Resources Department as soon as possible. If you need extra space to complete this form, please attach additional pages.

After receiving this complete form, the JIB will promptly contact you to discuss your accommodation request and, if necessary, request additional information to assess your request. It is important for you and the JIB to engage in this interactive process together, so please be sure to respond promptly to any communications you receive from the JIB Human Resources Department relating to this request.

The JIB prohibits any form of retaliation against any individual for requesting a religious accommodation in good faith. If you have any questions about this form or the status of any accommodation request, or if you need assistance with filling out this form or making a request, please contact the Director of Human Resources Department.

### EMPLOYEE OR APPLICANT INFORMATION

EMPLOYEE/APPLICANT NAME:

PREFERRED TELEPHONE NUMBER:

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POSITION/DEPARTMENT:

PREFERRED EMAIL ADDRESS:

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### ACCOMMODATION REQUEST & INFORMATION

- Provide a description of the *accommodation* you are requesting (for example, a special exception from, or adjustment to, a job requirement). Please identify a specific accommodation or suggestion(s) if you are not sure:

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- Provide the reason or basis as to *why* you need an accommodation, including a description of your sincerely held religious belief or practice:

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- Describe whether your sincerely held belief or practice (for which you are requesting an accommodation) is religious in nature, including any supporting documentation substantiating your sincerely held religious belief or practice from your religious or spiritual leader.

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- Please detail *how* your sincerely held religious belief, practice, or observation conflicts with one or more of your potential or current job requirements:

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- Provide any additional information you think may be relevant to this request, including any supporting documentation substantiating your sincerely held religious belief or practice (e.g., such as a letter from a clergyperson, spiritual leader, etc.):

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- Identify the *duration* of your accommodation request (check or circle):

- Temporary (i.e. seasonal) Please Explain: \_\_\_\_\_
- Permanent (e.g., annual religious event or daily religious requirement)

**EMPLOYEE/APPLICANT AFFIRMATION AND ACKNOWLEDGMENT**

I have read and understand the JIB’s Religious Accommodations Request Form and instructions, and this accommodation request is based upon my sincerely held religious belief as detailed above and in any supporting documentation attached hereto. I understand that the JIB is not required to make the specific accommodation I requested and may provide an alternative, effective accommodation. I also understand that JIB is not required to provide any accommodation that would impose an undue hardship on the JIB or result in a direct threat which cannot be mitigated by such accommodation.

**EMPLOYEE/APPLICANT SIGNATURE:**

**DATE:**

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**FOR JIB OFFICE USE ONLY**

Date Request Received:

Request Received By:

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