

## HCCC Accommodations for Holidays Based on Religious Grounds

### Goal

Allow Hudson County Community College students and employees to observe religious holidays not included on the HCCC Academic or Employee Holiday Calendars.

### Process

HCCC recognizes and celebrates diversity in all forms, including religious diversity, and prohibits discrimination based on faith or creed. All College community members are welcome to request accommodation to observe holidays not included in the Academic or Employee Holiday Calendars. This interactive process aims to find acceptable accommodation for religious observance based on personal religious beliefs.

- All religious accommodation requests should be submitted using [this form](#) at least two weeks before the holiday(s).
- The request will be reviewed by the Office of Diversity, Equity and Inclusion (“DEI”) and considered for an accommodation plan.
- The Office of DEI will respond to religious accommodation requests within seven (7) calendar days.

The Request for Accommodation Based on Religious Belief Form should be used to provide the following information:

- Description of sincerely held religious beliefs or religious practice or observance
- Statement of accommodation (s) requested

### ***Students***

Student requests for accommodation may include make-up of classwork, assignments, or examinations missed as a result of absence due to the observance of a religious holiday. Students should be aware of requirements supporting student success in the classroom. Absences for reasons of religious obligation shall not be counted for reporting purposes.

### ***Employees***

Employee requests for accommodation may include approval for vacation/personal leave, an alternate schedule, or other temporary flexible work schedule due to the observance of a religious holiday. Employees granted accommodation shall be subject to the same expectations, responsibilities, and performance standards for their position that were in place prior to the accommodation. Supervisors and employees should clearly communicate expectations for work assignments and set forth any other parameters relevant to supporting accommodation.

### **Criteria for Consideration**

*Generally, the College will not question the sincerity of belief in religious observance accommodation requests, including:*

- Whether engagement in the classroom or performance of responsibilities conflicts with the observance of the holiday;
- Whether the request impedes on student learning or employee performance; and,
- Whether the request creates an undue hardship for the College.

**Documentation**

Documentation of requests and approvals will be kept in the Office of Diversity, Equity and Inclusion.