I. POLICY

Eastern Virginia Medical School (“EVMS”) is committed to religious diversity and non-
discrimination and supports the employment of qualified individuals, regardless of religious
affiliation, consistent with the requirements of Title VII of the Civil Rights Act of 1964 (“Title
VII”). As part of this commitment, EVMS will make good faith efforts to provide a reasonable
accommodation of an employee’s sincerely held religious beliefs, observation, and practices
unless such an accommodation would create an undue hardship for EVMS.

II. PROCEDURE

A. Initiating a Request.

1. Employees who are denied vacation time for a religious observation may request a
religious accommodation from Human Resources. Such employees are responsible for initiating
a request for any desired religious-related workplace accommodation by contacting Human
Resources. Absent extenuating circumstances all requests must be made at least 30 days in
advance of the desired accommodation.

2. Supervisors are responsible for immediately notifying Human Resources of any
employee accommodation requests brought to their attention.

3. All employees requesting a religious accommodation will be required to complete a
Request for Religious Accommodation Form. This form is used to record the accommodation
request, to explore possible workplace accommodations, to provide a means of reviewing such
requests and to record EVMS’ response. If requested, employees may also be required to provide
documentation in support of their request that is related to the tenets of their religion, practice, or
belief.

B. Request Review.

1. Following the receipt of all the necessary documentation regarding the request for
accommodation, including the Request for Religious Accommodation Form, a Human Resource
staff member will meet with the employee. During the meeting with the employee, the Human
Resources Representative will acknowledge and discuss the request with the employee and
explain EVMS’ accommodation process and any next steps to be taken.
2. A Human Resources representative will analyze each request for accommodation on a case-by-case basis and make a good faith effort to reasonably accommodate all requests. Review of the request shall be in accordance with Title VII and factors to be considered for accommodation include but are not limited to: (a) the accommodation requested; (b) duration of the request; (c) alternative accommodations; (d) financial cost and funding of the requested accommodation; (e) employee performance, effectiveness and efficiency issues; and (f) other related factors. In addition, Human Resources will assess the impact of the requested accommodation on the performance of the essential functions of the employee’s position, on other employees, and on EVMS’ operations and analyze whether the requested accommodation is reasonable or would cause an undue hardship for EVMS. All employees making a request for a religious accommodation will be notified in writing of EVMS’ response.

C. Implementation.

1. Upon making a determination, Human Resources will provide the employee and the employee’s supervisor with the Religious Accommodation Form that indicates EVMS’ response.

2. Employees have the option of taking their approved time without pay or utilizing their vacation pay.

3. Supervisors are responsible for implementing approved accommodations as indicated by Human Resources. Additionally, supervisors have the responsibility to keep the employee’s request confidential (except as necessary for the accommodation) and to help to ensure the accommodation’s work-related effectiveness.

D. Record Keeping. The Religious Accommodation Form and all other documentation related to the employee’s request will be filed in the employee’s personnel file.

III. PROTECTION AGAINST RETALIATION

Employees who make a request for a religious accommodation will not be subject to any form of retaliation for making the request. Any employee who violates the Religious Accommodation Policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, in accordance with the VMS Compliance Reporting/Anti-Retaliation Policy. Retaliation may include, but is not limited to, adverse employment action, discrimination, harassment, poor work assignments and/or threats of physical harm. Complaints of retaliation should be reported to the Director of Human Resources at 757-446-6043 or the Office of Compliance at 757-446-6008.