At Hilltop, we recognize and respect the diverse religious and spiritual beliefs of our team members. If you need a change to your work schedule, duties, dress code, or other aspects of your job due to a sincerely held religious belief or practice, you can request a religious accommodation. This process ensures your request is handled respectfully, fairly, and in alignment with applicable laws.

**What Is a Religious Accommodation?**

A religious accommodation is a change to a workplace rule, policy, or practice that allows you to follow your religious beliefs or practices. Examples may include:

* Flexible scheduling to observe religious holidays or prayer times
* Modifying your uniform or dress code (e.g., wearing a hijab, turban, or yarmulke)
* Changes to job duties that conflict with religious practices
* Time off for religious observances

**How to Request an Accommodation**

**Step 1: Talk to Your Supervisor (Optional)**

You’re welcome to start by speaking with your supervisor. They may be able to make a quick adjustment or help you begin the formal request.

**Step 2: Submit a Request**

Complete the **Religious Accommodation Request Form** (available from People Operations). You’ll be asked to provide:

* A brief description of the religious belief or practice
* The specific accommodation you are requesting
* How this accommodation will help you meet your religious needs

If you prefer, you can also request a meeting with People Operations instead of filling out the form or speaking with your supervisor.

**Step 3: We Review Your Request**

People Operations will work with you and your supervisor to explore reasonable options. We may:

* Ask follow-up questions to understand your request
* Explore whether the accommodation creates any hardship or conflicts with essential job duties
* Offer alternatives that may be possible with keeping with the requested modification that also meets organizational requirements

**Step 4: Receive a Decision**

You’ll receive a written response within 10 business days, whenever possible. We’ll explain:

* Whether the request is approved or denied
	+ If approved, the details of the accommodation
	+ If denied, the reason and any next steps

**Need Help or Have Questions?**

We’re here for you. Reach out to People Operations anytime if you:

* Are unsure whether you need an accommodation
* Want help completing the form
* Have concerns about how your request was handled