



ISB Atlanta

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RELIGIOUS ACCOMMODATION FOR THE WORKPLACE

Addressing the Religious Needs of Muslim Employees



Uftar Party Invitation

What is a religious accommodation?



A religious accommodation is any adjustment to the work environment that will allow an employee or applicant to practice his or her religion. Accommodation requests often relate to work schedules, dress and grooming, or religious expression in the workplace. Unless the request poses an undue hardship, employers are expected to grant the accommodation. It's important to offer a supportive environment where employees feel safe to practice their religion and that ensures their well-being during the workday.

For Employees:



Prior to requesting a religious accommodation, you should familiarize yourself with your employer's policies for guidance on how to proceed. Such policies are typically contained in an employee handbook.

Ramadan



In 2025, Ramadan begins March 1st and continues through March 29th.

Ramadan is a month in the Islamic calendar when most Muslims observe fasting from dawn to sunset, taking neither food nor water during daylight hours. While the Muslim community is diverse and families observe the traditions in a variety of ways, Ramadan is a special and sacred time for the entire community.

Suggested Religious Accommodations for Muslim Employees during Ramadan:

- Try not to schedule required meeting during meal times
- Offer a flexible schedule and/or remote working
- Share Ramadan Greetings such as Ramadan Mubarak [Ramadan Moo-bah-rak] – A blessed Ramadan or Ramadan Kareem [Ramadan Kah-reem] - Have a generous Ramadan
- Recognize Eid, the holiday at the end of Ramadan. It is a celebration with food and festivities.

Year-Round Considerations for Muslim Employees

✓ DIETARY RESTRICTIONS

Muslims may not eat pork or pork byproducts, such as gelatin or fat, and may not consume alcohol or alcohol-based products.

✓ DAILY PRAYERS

Since Muslims pray five times each day, employees may need the flexibility to take a short break for private prayer during the workday.

Along with having a quiet and clean space to pray, Muslims will need a place for ablution-ritual washing before the prayers.

For Muslims, Fridays are the time for communal prayer. They may need the ability to schedule Friday hours to accommodate for attending prayer at their Mosque.

Muslim Holidays and Calendar

Muslims follow a lunar calendar, with new months falling on the new moon. This means that the month of Ramadan, other holidays and observances are not fixed to a season or set date.

Adding Muslim holidays to a work calendar is important to demonstrate respect for diverse religious practices, allowing Muslim employees to observe their important religious days without facing work-related challenges.

Holidays to be aware of:

- Eid, the celebration following Ramadan
- Eid ulAdha, the festival of faith and sacrifice
- Pilgrimage: Employees who travel on pilgrimage (Hajj) will use PTO, vacation or other leave time.



Modesty and Dress Codes



Muslim tradition expects modesty in dress, behavior and thought, and to cover those parts of their bodies that are considered "private" for both men and women. For some Muslim women, wearing a headscarf (hijab) reflects that value, although there may be other reasons such as identity, culture or politics. The hijab is not necessarily an indication of religious adherence or spirituality.

For information, or to arrange for an ISB Atlanta presentation, visit our website: www.isbatlanta.org

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