



Seventh-day Adventist Church  
SOUTHERN UNION  
CONFERENCE

PUBLIC AFFAIRS AND  
RELIGIOUS LIBERTY

## ***Sabbath Accommodation Report Form*** ***Southern Union Conference of Seventh-day Adventist***

### **Church Member Information**

**Date:**

First Name		Initial	Last Name	
Address				
City		State	Zip	
Home Phone	Cell Phone	Best time to call: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri		
Email Address			Name of Spouse	
Is your primary language English? <input type="checkbox"/> Yes <input type="checkbox"/> No If English is not your primary language do you need a translator? <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Male <input type="checkbox"/> Female	
Conference (check one): <input type="checkbox"/> Carolina <input type="checkbox"/> Florida <input type="checkbox"/> Georgia-Cumberland <input type="checkbox"/> Gulf States <input type="checkbox"/> Kentucky-Tennessee <input type="checkbox"/> South Atlantic <input type="checkbox"/> South Central <input type="checkbox"/> Southeastern				
Church		Name of Pastor		

### **Employer Information**

Company Name		Type of business	
Address			
City		State	Zip
HR Director		Phone	
Immediate Supervisor		Fax	
Who has the power to hire and fire:			
How many people in your department?		Number of employees in company.	
Total number of years with company.		What is your job title?	

Briefly describe what you do:	
Is overtime <input type="checkbox"/> Mandatory <input type="checkbox"/> Bid Out <input type="checkbox"/> Voluntary	Is seniority strictly followed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you bid on assignments? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you bid your days off? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you work full-time?   Yes   No Briefly explain policies governing shifts and days off:	
Have you been reprimanded for missing Sabbath work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever worked on Sabbath? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a formal grievance procedure? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have any accommodations been suggested? <input type="checkbox"/> Yes <input type="checkbox"/> No
Briefly describe any accommodations you have been offered (indicate who has suggested them).	

**Labor Union Information**

Name of Labor Union	
Are you a member of the union? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has labor union helped with the problem? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of union representative	
Telephone number of union representative	
Mailing address for representative	

**If your issue is time sensitive, please call our office immediately at: 770-408-1800.**  
**Office Hours: Monday-Thursday 8:00 a.m. to 5:30 p.m. (Closed on Friday) Eastern Time**  
**ReligiousLiberty@southernunion.com**