

Cultural Awareness Guide

Religious and Spiritual Accommodations



Cultural Awareness Guide for Religious and Spiritual Beliefs of OHSU Employees, Students and Patients

Background

“Be a great organization, diverse in people and ideas” is the first goal of OHSU’s Vision 2020 Strategic Plan. Sustaining an environment that is respectful of others is vitally important to OHSU's evolution as a world-class academic health center. Embracing diversity is a key element in the current strategic planning process; we must integrate diversity into all areas of the university and all aspects of OHSU’s mission.

An important component of OHSU’s journey toward that goal is to increase cultural awareness and understanding across OHSU, as well as providing an inclusive, respectful and accessible environment for people from all walks of life, lived experiences, cultural backgrounds, faith, religious affiliation, philosophical beliefs or non-beliefs.

Cultural Awareness Guide

This Cultural Awareness Guide has been created to enhance awareness pertaining to faith-based practices and events. The guide also serves as an educational resource for the myriad of religions and beliefs. While we make every effort to include all major religious holidays, we realize we may have missed one that is important to you.

This guide offers crucial information about dates and practices that will be helpful to those planning activities, events, meetings, and co-curricular events that impact OHSU students, employees, and patients.

OHSU Religious Policy & Accommodations

As an institution, OHSU does not sponsor, endorse or suppress religion or favor or disfavor any particular religion. The University recognizes the commitment of members of the OHSU community to pursue a spiritual or religious practice or non-beliefs and actively supports the right to do so in a climate of inclusion and respect.

OHSU Policy No. 03-05-037

Religious Exercise and Religious Expression in the workplace and educational environment

OHSU does not discriminate on the basis of religion, require religious participation or non-participation as a condition of employment or study, or permit religious harassment. OHSU administration, faculty, staff, volunteers and students must treat everyone with the same respect and consideration, regardless of their religious beliefs or non-beliefs. Additionally, OHSU does not restrict or control the free exercise of beliefs, thought or ideas.

The responsible office for religious accommodation requests is the Affirmative Action & Equal Opportunity (AAEO) department. The requestor must complete the [Religious Reasonable Accommodations Form](#) and send it directly to AAEO. Questions about reasonable accommodations for religious days may be emailed to the AAEO at aaeo@ohsu.edu or for more information by phone: 503-494-5148.

OHSU is an equal opportunity, affirmative action institution and as such, OHSU policy provides protections for all individuals without regard to religion and other legally protected categories. Harassment on the basis of religion is prohibited at OHSU. See OHSU Policy No. 03-05-032.

Student and Employee Diversity Resource Guide

[This guide](#) – updated annually – provides connections to local churches, congregations and other places of worship and/or spiritual practice. Email cdi@ohsu.edu to suggest resources for inclusion in the guide.

Spiritual Services at OHSU

OHSU chaplains are available to help patients and OHSU community members to cope with difficult transitions, fears, death and grieving, and other sources of stress. They can also assist patient in locating clergy of their faith. If a patient would like a visit from a chaplain, you can contact Spiritual Services team at (503) 418-5398.

Meditation Spaces at OHSU

Spaces are available for prayer, meditation, and quiet reflection for patients, employees and students. Space is open to all and no reservation or appointment is required.

- Meditation Room at Collaborative Life Sciences Building, 4th floor, inside the Learning Resource Center
- Meditation Room at Doernbecher Children’s Hospital 10th floor, Room 10301
- Interfaith Sanctuary OHSU Hospital, 9th floor, Room 9C05

CultureVision is an online tool provides a comprehensive web-based database that contains healthcare related information to diverse groups. This tool also addresses different faiths. You can access CultureVision through EPIC and O2.. If you use it outside OHSU, the login is ohsu and the password is science. The website is: <http://www.crculturevision.com>.

CultureVision is meant to be used to explore the impact of culture and belief systems on health and health care. Professionals are advised not to make assumptions about groups and cultures based on Culture Vision and other resources which may lead to , to stereotyping. Each individual patient must be treated individually.

Other online resources:

Beliefnet.com

Patheos.com

Spirituality and Practice.com

[Spiritual and Religious Organizations for LGBTQ
Community in Oregon](#)

Improvement & Additional Resources

This guide has been created by the Center for Diversity & Inclusion, with review from Affirmative Action Equal Opportunity, Human Resources, Patient Relations and The Diversity Advisory Council. If you have any recommendations for improving the guide, please email your recommendations to the Center for Diversity & Inclusion cdi@ohsu.edu.

Selected Observances: Calendar of Events

SEPTEMBER 2015

Krishna Janmashtami (*Hindu*)

September 5-6, 2015

This two-day festival celebrates the birth of Krishna, a widely-worshiped Hindu god. Krishna is considered to be a warrior, hero, teacher, and philosopher.

General Practices: During this festival, Hindus are likely to forgo sleep in order to sing bhajans, traditional Hindu songs. Many Hindus also fast during the first day of the festival. Dances, songs, and plays depicting the life of Krishna are common.

Date Details: The first day is called Krishan ashtami or Gokul ashtami. The second day is known as Kaal ashtami or more popularly Janam ashtami.

Recommended Accommodations: Avoid scheduling major academic deadlines on this day, since it is likely that students will be operating on very little sleep.

Rosh Hashanah (*Jewish*) *Holiday with significant work restriction

September 13-15, 2015

Start of the Jewish New Year, day of judgment and remembrance; the Jewish calendar celebrates the New Year in the seventh month (Tishrei) as a day of rest and celebration ten days before Yom Kippur

General Practices: Prayer in synagogue and festive meals

Date details: Begins at sundown on first day.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, or activities on this date. If planning an event, provide food accommodation as requested (kosher restrictions apply).

Yom Kippur (*Jewish*) *Holiday with significant work restriction

September 22-23, 2015

Yom Kippur is often considered the holiest day of the year for Jews, and the day is dedicated to atonement and abstinence.

General Practices: During Yom Kippur, Jews fast from before sundown until after sunset, and light a Yahrzeit memorial candle at sundown on the night of Yom Kippur.

Date details: Begins at sundown on first day.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, or activities on this date and after a day of fasting.

Mabon / Alban Elfed / Autumnal Equinox (*Pagan, Wiccan, Druid*)

September 20-24, 2015

Also referred to as Harvest Home, the Feast of the Ingathering, and Meán Fómhair. Mabon is the second celebration of the harvest, a ritual of thanksgiving for the fruits of the earth, and a recognition of the need to share them to secure the blessings of the Goddess and the God during the coming winter months. One of the eight major annual sabbats or festivals.

General Practices: At Mabon, day and night are in equal balance. It is a time to offer gratitude for the blessings of the harvest and also to begin to prepare for turning inward. Making dishes with apples, squash and pumpkins as part of ritual celebration is customary.

Eid al-Adha (*Islamic*) *Holiday with significant work restriction

September 23-26, 2015

Eid al-Adha is a major festival that celebrates the willingness to make sacrifices in the name of one's faith. According to legend, the prophet Ibrahim was ordered to sacrifice his son in God's name. When Ibrahim was prepared to kill his son, God stepped in and gave him a sheep to sacrifice instead. This holiday celebrates Ibrahim's total faith in God, and Muslims view this holiday as an important annual reminder.

General Practices: Prayers, gift giving, prayers, and sometimes slaughtering of sheep, with a portion of the meat gifted to the poor.

Date details: Begins at sundown on first day.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, and activities on the first day. If planning an evening event, provide food accommodations if requested (Islamic dietary restrictions apply).

Sukkot (*Jewish*) *Holiday with significant work restriction

September 28 – October 4, 2015

A week-long celebration which begins with the building of Sukkah for sleep and meals; Sukkot is named for the huts Moses and the Israelites lived in as they wandered the desert before reaching the promised land.

General Practices: Families in the United States commonly decorate the sukkah with produce and artwork.

Date details: Begins at sundown of prior day; work holiday varies by denomination.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, or activities on the first two days. If planning an event, provide food accommodation as requested (kosher restrictions apply).

OCTOBER 2015

Shemini Atzeret (Jewish) *Holiday with significant work restriction **October 4-5, 2015**

Also known as Atzereth, this is a fall festival, which includes a memorial service for the dead and features prayers for rain in Israel.

General Practices: Jews light a Yahrzeit memorial candle at sundown on Shemini Atzereth (the 8th night of Sukkot).

Date details: Begins at sundown the first day.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, or activities on this date. If planning an event, provide food accommodation as requested (kosher restrictions apply).

Simchat Torah (Jewish) *Holiday with significant work restriction **October 14, 2015**

Simchat Torah marks the completion of the annual cycle of the reading of the Torah in the synagogue and the beginning of the new cycle.

General Practices: Practitioners dance in synagogues as all the Torah scrolls are carried around in seven circuits.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, and activities on this date. Kosher restrictions apply.

Navratri (Hindu) **October 13-21, 2015**

Navarati is one of the greatest Hindu festivals, and celebrates the triumph of good over evil. During this time, Hindus worship Durga, Lakshmi, and Saraswati.

General Practices: Durga is the mother goddess, and so Hindus try to visit their mothers and other relatives during this time. Some Hindus will pray and fast, and there are often feasts and dances.

Birth of Bahá'u'lláh (*Baha'i*) *Holiday with significant work restriction
October 20, 2015

This holiday celebrates the birthday of Bahá'u'lláh, one of the Baha'I faith's most important figures. For Bahá'ís, the Birth of Bahá'u'lláh is a Holy Day celebrating the rebirth of the world through the love of God, just as Christmas is for Christians.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, or activities on this date. (Baha'i employees will likely request to have this day off.)

Samhain (*Pagan, Wiccan, Druid*)
October 31 – November 1, 2015

One of the four "greater Sabbats" and considered by some to be the Wiccan New Year. A time to celebrate the lives of those who have passed on, welcome those born during the past year into the community, and reflecting on past relationships, events and other significant changes in life.

General Practices: Paying respect to ancestors, family members, elders of the faith, friends, pets and other loved ones who have died.

NOVEMBER 2015

Diwali (*Hindu, Buddhist, Sikh, Jain*) *Holiday with significant work restriction
November 11, 2015

Diwali—the Hindu "festival of lights"—is an extremely popular holiday for multiple religions throughout Southern Asia. Diwali extends over five days, and celebrates the victory of good over evil. The Times of India described Diwali as "a reaffirmation of hope, a renewed commitment to friendship and goodwill, and a religiously sanctioned celebration of the simple." Fireworks, oil lamps, and sweets are common, making this a favorite holiday for children. The lamps are lit to help the goddess Lakshmi find her way into people's homes.

General Practices: Lighting oil lamps and candles, setting off fireworks, and prayer.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, and activities on this date. Hindu employees will likely request a vacation day on this date.

DECEMBER 2015

Hanukkah / Chanukah (*Jewish*) **December 6-14, 2015**

Hanukkah is the Jewish festival of lights, and lasts for eight days. Hanukkah commemorates the Jewish struggle for religious freedom. The history of the holiday involves a historic military victory in which a Jewish sect called the Maccabees defeated the Syrian Greeks. The celebration commemorates a miracle in which a sacred temple flame burned for eight days on only one day's worth of oil.

General Practices: On each of the eight nights of Hanukkah, Jewish families light an additional candle of the menorah candelabrum until all eight candles are lit. Jews celebrate with food and song, as well as exchanging gifts for eight days.

Date details: Hanukkah begins at sundown on the first day.

Recommended Accommodations: Academics and work permitted, not a work holiday. Provide food accommodation as requested (kosher restrictions apply—potato pancakes, doughnuts or other fried food is customary).

Yule / Midwinter / Alban Arthan / Winter Solstice (*Pagan, Wiccan, Druid*) **December 20 – January 1, 2015**

The longest night of the year followed by the sun's "rebirth" and lengthening of days. In most traditions, Yule is celebrated as the rebirth of the Great God, who is viewed as the newborn solstice sun. Some pagans consider Yule to be the beginning of the new year. One of the eight major annual sabbats or festivals.

General Practices: Burning the yule log (which was traditionally part of last year's yule tree) is an act of faith and renewal that, indeed, the light, and the warmth will return.

Christmas (*Christian / Roman Catholic and Protestant*) *Holiday with significant work restriction December 25, 2015

Christmas is an annual celebration commemorating the birth of Jesus of Nazareth, the Messiah whose message and self-sacrifice began the Christian religion.

General Practices: Many celebrate this holiday by giving gifts, attending church services, and gathering with family.

Date details: Begins at sundown on Dec. 24 annually and continues with all day celebration on Dec. 25.

Recommended Accommodations: This is a national holiday in the United States, so special accommodations are likely not required.

JANUARY 2016

Gantan-sai (*Shinto*) *Holiday with significant work restriction **January 1, 2016**

Gantan-sai is the annual New Year festival of the Shinto religion.

General Practices: Practitioners pray for inner renewal, prosperity, and health, as well as visiting shrines and visiting friends and family.

Recommended Accommodations: Avoid scheduling important academic deadlines, events and activities on this date (work holiday)

Epiphany / Twelfth Night / Three Kings Day (*Christian / Roman Catholic and Protestant*) **January 5, 2016**

This date is also known as Befana Day; commemorates the revelation of God through Jesus Christ and marks the time the three wise men arrived in Bethlehem and presented gifts to the baby Jesus.

General Practices: Prayer, festive meals, offerings, gifts

Christmas (*Eastern Orthodox Christian*) *Holiday with significant work restriction **January 5, 2016**

Christmas is an annual celebration commemorating the birth of Jesus of Nazareth, the Messiah whose message and self-sacrifice began the Christian religion.

General Practices: Many celebrate this holiday by attending church services, holding celebratory meals, and visiting family.

Date details: Eastern Orthodox Christmas is determined by the Julian calendar which regulates ceremonial cycle of the Eastern Orthodox Christian churches.

Recommended Accommodations: Because this holiday typically falls during winter break, academic accommodations may not be required. However many Eastern Orthodox employees will probably request this day off.

FEBRUARY 2016

Imbolc / Candlemas (*Pagan, Wiccan, Druid*)

February 2, 2016

Also referred to as the Feast of Pan, Feast of Torches, Feast of Waxing Lights, and Oimele. Celebrates the coming of spring and recovery of the Earth Goddess after giving birth to the Sun God at Yule. For many traditions, a time for initiations, re-dedication and pledges for the coming year. One of the four "greater Sabbats."

General Practices: Activities might include making candles, reading poetry and telling stories.

Setsubum-sai (*Shinto*)

February 3, 2016

Setsubum-sai marks the beginning of spring, and is known as the "bean-throwing festival. The faithful scatter roasted beans to bring good luck to the new season.

Lunar New Year (*Confucian, Taoist, Buddhist*) *Holiday with significant work restriction

This is the most important of traditional Chinese holidays.

General Practices: Families gather together to spend the evening preparing boiled dumplings and festive meals and giving of money to children in red envelopes.

Date details: Corresponds to the New Moon in Aquarius, which can fall from late January to mid-February

Recommended Accommodations: Avoid scheduling important academic deadlines, events, and activities on this date. Many Chinese employees will probably request this day off.

Ash Wednesday (*Christian / Roman Catholic and Protestant*)

February 10, 2016

This is the first day of Lent, the period of forty days before Easter in which many Christians sacrifice ordinary pleasures to reflect on Christ's sacrifice.

General Practices: On this day, there are special church services, and the faithful wear a cross of ashes marked on foreheads. Most Christians abstain from meat on this day.

Recommended Accommodations: Provide food accommodation as requested—prohibitions include animal products.

MARCH 2016

Magha Puja Day (*Buddhist*)

March 3,2016

Magha Puja Day commemorates an important event in the life of the Buddha, in which the four disciples traveled to join the Buddha.

Ostara / Alban Eilir / Spring Equinox (*Pagan, Wiccan, Druid*)

March 20,2016

Also known as Eostre. Regarded as a time of fertility and conception. In some Wiccan traditions, it is marked as the time when the Goddess conceives the God's child, which will be born at the winter solstice. One of eight major annual sabbats or festivals.

General Practices: Lighting fires to commemorate the return of light in the spring and to honor the God and Goddess. Coloring eggs as a way of honoring fertility is also practiced.

Naw Ruz (*Baha'i*)

March 20,2016

This is the Baha'i New Year, a traditional celebration in Iran adopted as a holy day associated with Baha'i. It is a celebration of spring and new life.

General Practices: Festive music dancing, prayers, meetings, meals

Palm Sunday (*Christian / Roman Catholic and Protestant*)

March 20,2016

A commemoration of Jesus' entry into Jerusalem as crowds lined his path with palm fronds

General Practices: Prayer, distribution of palm leaves commemorating Jesus' entry into Jerusalem prior to his crucifixion.

Holi (*Hindu*)

March 23, 2016

Also known as the "Festival of Colors," this holiday can be traced to Hindu scriptures commemorating good over evil. This date is also a celebration of the colorful spring and a farewell to the dull winter.

General Practices: Hindus often sprinkle colored water and powder on others and celebrate with bonfires and lights, signifying victory of good over evil.

Date details: Celebrated at the end of the winter season on the last full moon day of the lunar moon in late February or early March.

Good Friday (Christian / Roman Catholic and Protestant)
March 25, 2016

Friday before Easter, commemorates the crucifixion of Jesus Christ; among some sects of Christianity and in many countries marks a day of fasting.

General Practices: Prayer, fasting, and noon or afternoon services in some Christian denominations.

Date details: Always falls on the Friday before Easter Sunday.

Recommended Accommodations: Provide food accommodation as requested—meat (fish is not considered meat) is prohibited during meals for some.

Easter (Christian / Roman Catholic and Protestant)
March 27, 2016 *Holiday with significant work restriction

Annual commemoration of the resurrection of Jesus Christ

General Practices: Celebratory meals, family gatherings, distribution of colored eggs, baskets and chocolate bunnies. It is a celebration of renewal.

Date details: Easter Sunday is determined by the Gregorian calendar (Gregorian calendar regulates ceremonial cycle of the Roman Catholic and Protestant churches).

APRIL 2016

Maundy Thursday (Christian / Roman Catholic and Protestant)
March 24-April 28, 2016

Thursday before Easter, commemorates the Last Supper of Jesus with the Apostles.

General Practices: Prayer, Communion (Eucharist), meals, and foot-washing ceremonies among some Christian denominations

Date details: Always falls on the Thursday before Easter Sunday.

Vaisakhi (Sikh)
April 13, 2016

Vaisakhi is the Sikh new year festival and commemorates 1699, the year Sikhism was born. Vaisakhi is also a long-established harvest festival.

General Practices: There are often parades, dancing, and singing throughout the day. These celebrations involve music, singing, and chanting of scriptures and hymns.

Pesach / Passover (Jewish)

April 22, 2016*Holiday with significant work restriction

Pesach is a week-long observance commemorating the freedom and exodus of the Israelites (Jewish slaves) from Egypt during the reign of the Pharaoh Ramses II (one of three pilgrimage festivals).

General Practices: Family gatherings, ritualized meals called Seders, reading of the Haggadah, lighting of Yahrzeit memorial candle at sundown on the last night of Passover.

Date details: Begins at sundown of first day.

Recommended Accommodations: Avoid scheduling important academic deadlines, events and activities on the first two and last two days of the holiday, provide food accommodation as requested (kosher restrictions apply—the use of leavening is prohibited so, for example, matzah is eaten in place of bread.)

Holy Friday / Good Friday (Eastern Orthodox Christian)

April 29, 2016

Friday before Easter, commemorates the crucifixion of Jesus Christ; among some sects of Christianity and in many countries marks a day of fasting.

General Practices: Prayer, fasting, confession, and church services as well as the wrapping or dyeing of eggs (often red) in preparation for Easter Sunday.

Date details: Orthodox Good Friday is determined by the Julian calendar which regulates ceremonial cycle of the Eastern Orthodox Christian churches.

Recommended Accommodations: Avoid scheduling important academic deadlines, events and activities on the date.

MAY 2016

Pascha / Easter (Eastern Orthodox Christian)

May 1, 2016 *Holiday with significant work restriction

Annual commemoration of the resurrection of Jesus Christ

General Practices: Celebratory meals, family gatherings, distribution of colored eggs and baskets of breads, meats, eggs, cheeses and other foods. It is a celebration of renewal.

Date details: Easter Sunday is determined by the Julian calendar which regulates ceremonial cycle of the Eastern Orthodox Christian churches.

Beltane (Pagan, Wiccan, Druid)
May 1, 2016

The fire festival that celebrates the coming of summer and the fertility of the coming year. One of the eight major annual sabbats or festivals.

General Practices: Jumping the balefire, dancing the May Pole.

Yom HaSho'ah (Jewish)
May 4-5, 2016

Holocaust Remembrance Day; a day to remember the lives and names of Jewish victims and activists of the Holocaust.

General Practices: Ceremonies or events to remember Holocaust victims who died during World War II; activities may include lighting memorial candles and reciting the Kaddish, which is a prayer for the departed.

Date details: Begins at sundown on the first day.

Recommended Accommodations: This is not a work holiday—academics and work are permitted. Provide food accommodation as requested (kosher restrictions apply).

JUNE 2016

Ramadan (Islamic)

June 7-July 5, 2016

Ramadan is an occasion to focus on faith through fasting and prayer, and is one of the most important Muslim holidays. Ramadan is notable because the Qur'an was first revealed during this month, and Muslims see the Qur'an as the ultimate form of guidance for mankind.

General Practices: Fasting is required during the entire month of Ramadan. Muslims refrain from food and beverages during the daylight hours, and smoking and sexual relations are forbidden. Worshipers break the fasting each night with prayer, reading of the Qur'an, and a meal called the iftar. In addition, many Muslims also attend night prayers at Mosques. Muslims also believe that their good actions bring a greater reward during this month than any other time of the year, so almost all Muslims try to give up bad habits during Ramadan.

Recommended Accommodations: If possible, avoid scheduling major academic deadlines during this time. Be sensitive to the fact that students and employees celebrating Ramadan will be fasting during the day (continuously for 30 days) and will likely have less stamina as a result. If planning an evening event, provide food accommodations if requested (Islamic dietary restrictions apply).

Shavuot (Jewish) *Holiday with significant work restriction

June 11-13, 2016

Commemorates receipt of the Torah on Mount Sinai (two of three pilgrimage festivals)

General Practices: Evening of devotional programs and studying the Torah, lighting of Yahrzeit memorial candle at sundown on the second night of Shavuot.

Recommended Accommodations: Avoid scheduling important academic deadlines, events and activities on the first two and last two days of the holiday. Provide food accommodation as requested. (Kosher restrictions apply—although it is customary to eat dairy).

Litha / Midsomer / Alban Hefin / Summer Solstice (Pagan, Wiccan, Druid) June 21-22, 2016

A celebration of the longest day of the year and the beginning of summer. Celebration of the Goddess manifesting as Mother Earth and the God as the Sun King. For some Pagans the Summer Solstice marks the marriage of the God and Goddess and see their union as the force that creates the harvest's fruits. One of the eight major annual sabbats or festivals.

General Practices: Lighting to bonfires and watching the sun rise.

JULY 2016

Eid al-Fitr (Islamic) *Holiday with significant work restriction

July 4-6, 2016

Eid al-Fitr means "break the fast", and is the last day of Ramadan, marking the end of a month of fasting.

General Practices: Muslims often pray, exchange gifts, give money to children, feast, and celebrate with friends and family.

Date Details: Dates are determined by the lunar calendar. Eid al Fitr is a three day celebration and begins at sundown on the first day.

Recommended Accommodations: Avoid scheduling important academic deadlines, events, or activities on this date. Employees will likely ask to take a vacation day on this day, and that request should be granted if at all possible. If planning an evening event, provide food accommodations if requested (Islamic dietary restrictions apply).

AUGUST 2016

Tisha B'Av (*Jewish*)

August 13-14, 2016

Commemorates a series of Jewish tragedies including the destruction of the first and second temples in Jerusalem.

General practices: Fasting and mourning.

Date details: Begins at sundown on first day, fast deferred because of the Sabbath.

Recommended accommodations: Plan limited activities after a fast.

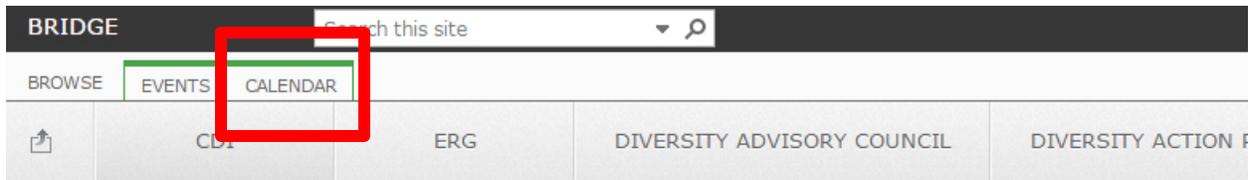
APPENDIX

How to add the Religious and Spiritual Accommodations
(RSOC) calendar overlay to Outlook

STEP 1: Go to the Religious and Spiritual Observances Calendar (RSOC) on Bridge:

<https://bridge.ohsu.edu/cs/cdi/Lists/rsoc/calendar.aspx>

STEP 2: Click on the “calendar” menu item found on top of the calendar under the Bridge logo:

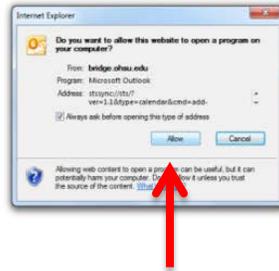
A screenshot of the 'Religious & Spiritual Observances' calendar for September 2015. On the left, there is a 'CDI' logo and a month selector for 2015, with 'Sep' selected. Below the selector is a 'Calendars in View' list with 'Religious & Spiritual Observances' selected. The main calendar area shows a grid for September 2015. The days of the week are SUNDAY, MONDAY, and TUESDAY. The calendar shows two events: 'Krishna Janmashtami (Hindu)' on Sunday, September 6th, and 'Rosh Hashanah (Jewish)' on Monday, September 14th. A '+ Add' button is visible in the Tuesday column for the first row.

SUNDAY	MONDAY	TUESDAY
30	31	1
6 Krishna Janmashtami (Hindu)	7	8 + Add
13	14 Rosh Hashanah (Jewish)	15

STEP 3: Next, click on the “Connect to Outlook” icon at the top row:

The screenshot shows a web-based calendar interface. At the top, there is a navigation bar with 'BRIDGE' on the left and a search box labeled 'Search this site'. Below this are tabs for 'BROWSE', 'EVENTS', and 'CALENDAR'. The 'CALENDAR' tab is active. A toolbar contains various icons for calendar management: Day, Week, Month (selected), Expand All, Collapse All, Calendars Overlay, Create View, Modify View, Create Column, Tags & Notes, E-mail a Link, Alert Me, RSS Feed, and a red-bordered box containing the 'Connect to Outlook' icon. To the right of the toolbar are options for 'Export to Excel' and 'Open with Access'. Below the toolbar is a calendar grid for September 2015. The grid shows dates from 30th to 22nd. Several dates have blue bars indicating events: 6th (Krishna Janmashtami (Hindu)), 13th-14th (Rosh Hashanah (Jewish)), and 20th-22nd (Mabon / Alban Elfed / Autumnal Equinox (Pagan)). On the left side, there is a month selector for 2015, a 'Calendars in View' section with 'Religious & Spiritual Observances' selected, and a sidebar with 'Notebook', 'Libraries', 'Shared Documents', and 'Restricted Documents'.

STEP 4: Click “allow” for the RSOC to appear on Outlook:

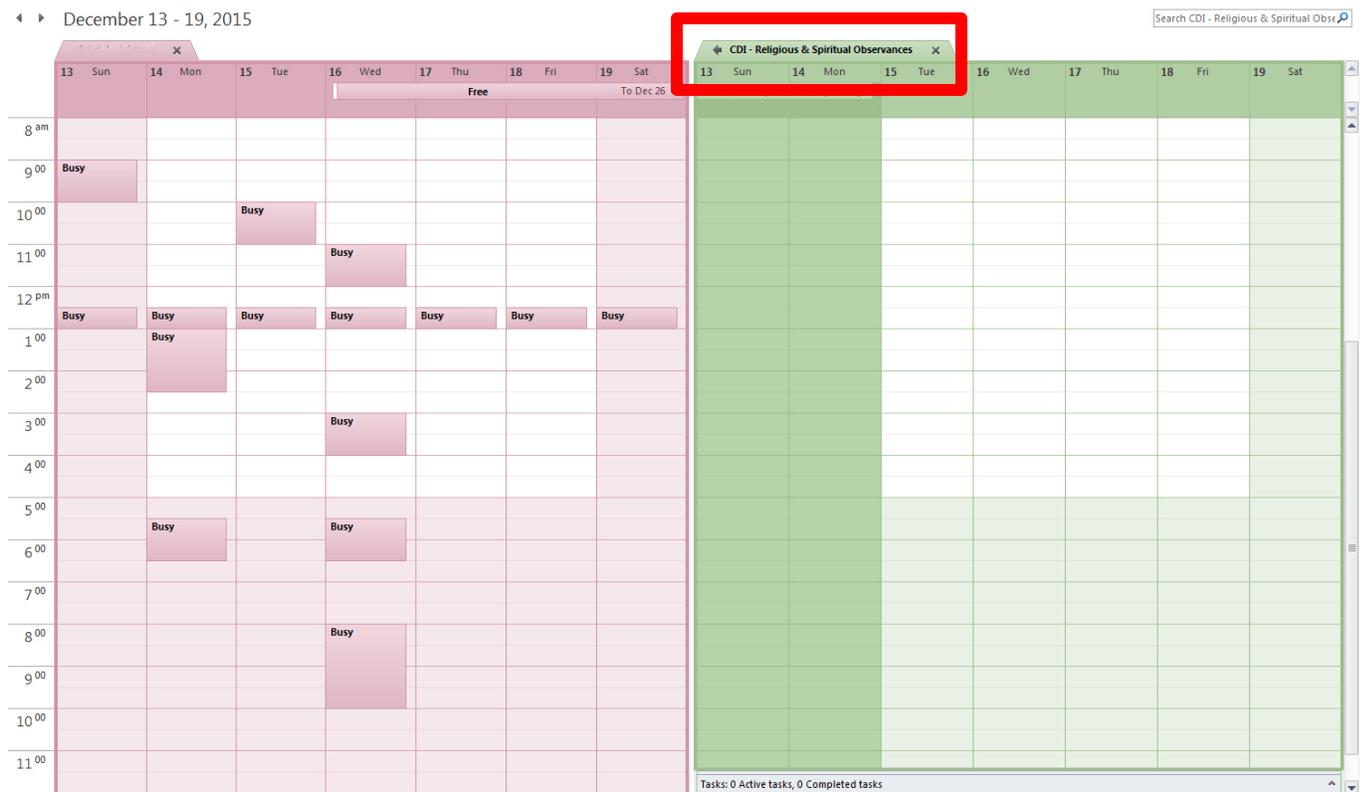


STEP 5: The RSOC should now appear on Outlook as an overlay calendar. Your Outlook calendar view may look similar to the following layout.

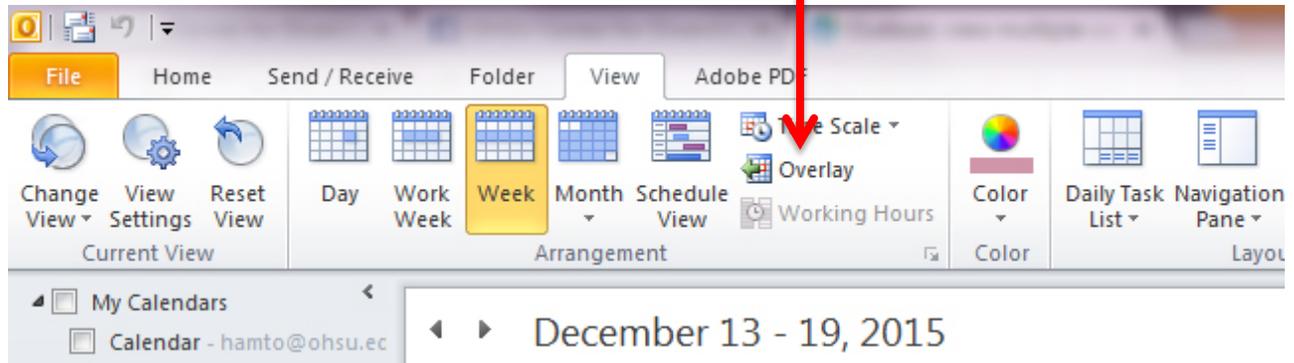
To overlay the Religious and Spiritual Observances calendar onto your own, simply click on arrow on the top left corner.

Your Outlook Calendar

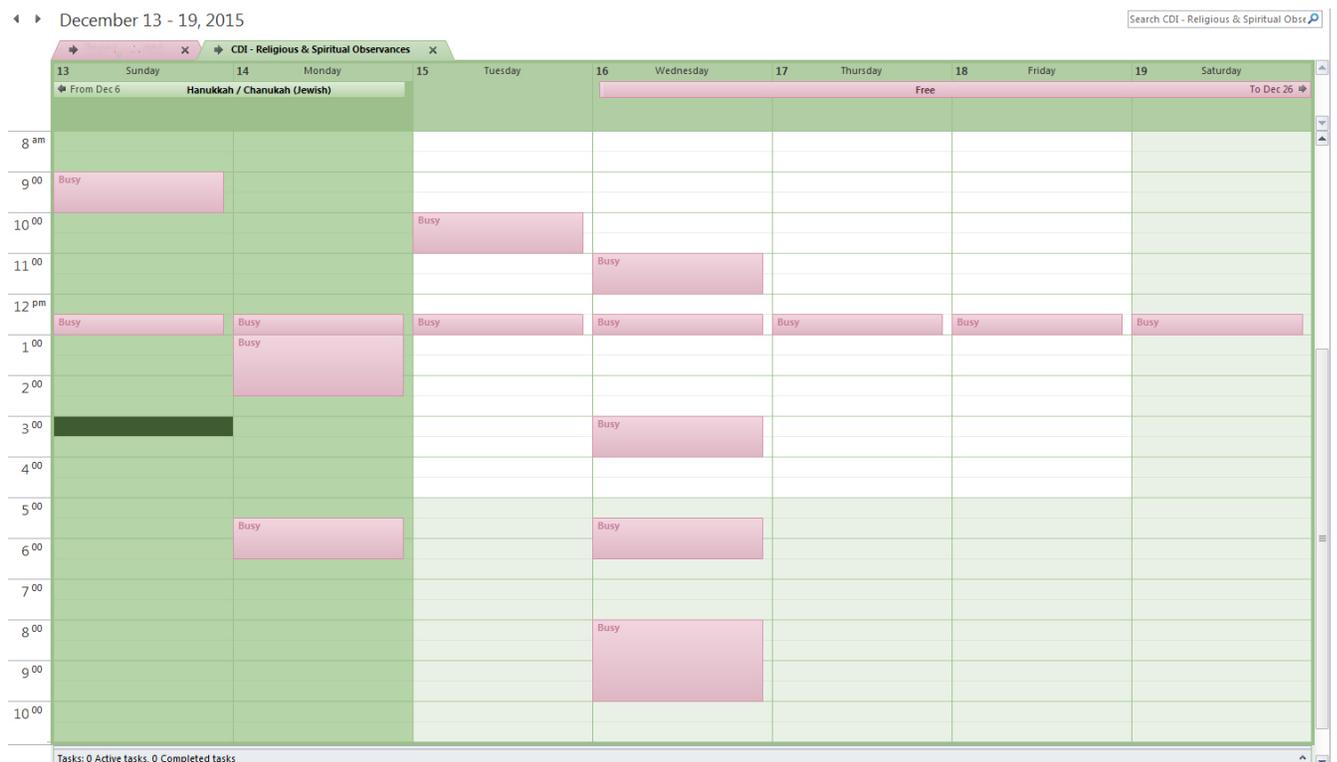
Religious and Spiritual Observances



Alternatively, you may click on “Overlay” from the “View” tab.



VIEW OF THE OVERLAID CALENDAR



SAMPLE DETAIL ENTRY

Each entry includes a link to the [Religious Reasonable Accommodation Form](#), as well as contact link to the AAEO Department, which manages requests for religious accommodations.

Subject: Hanukkah / Chanukah (Jewish)

Location:

Start time: Sun 12/6/2015 12:00 AM All day event

End time: Mon 12/14/2015 12:00 AM

Hanukkah is the Jewish festival of lights, and lasts for eight days. Hanukkah commemorates the Jewish struggle for religious freedom. The history of the holiday involves a historic military victory in which a Jewish sect called the Maccabees defeated the Syrian Greeks. The celebration commemorates a miracle in which a sacred temple flame burned for eight days on only one day's worth of oil.

General Practices: On each of the eight nights of Hanukkah, Jewish families light an additional candle of the menorah candelabrum until all eight candles are lit. Jews celebrate with food and song, as well as exchanging gifts for eight days.

Date details: Hanukkah begins at sundown on the first day.

Recommended Accommodations: Academics and work permitted, not a work holiday. Provide food accommodation as requested (kosher restrictions apply - potato pancakes, doughnuts or other fried food is customary).

The University recognizes the commitment of members of the OHSU community to pursue a spiritual or religious practice or non-beliefs and actively supports the right to do so in a climate of inclusion and respect.

The Affirmative Action & Equal Opportunity (AAEO) department can help with religious accommodation requests. To request accommodation for a religious or spiritual observance, please complete the [Religious Reasonable Accommodations Form](#) and send it directly to AAEO.

Questions about reasonable accommodations for religious days may be emailed to the AAEO at aao@ohsu.edu. For more information, call 503-494-5148.

In Shared Folder: [CDI - Religious & Spiritual Observances](#) Last modified by Nebeu Fekede on 8/12/2015

Any issues? Email cdi@ohsu.edu