

Council on American-Islamic Relations

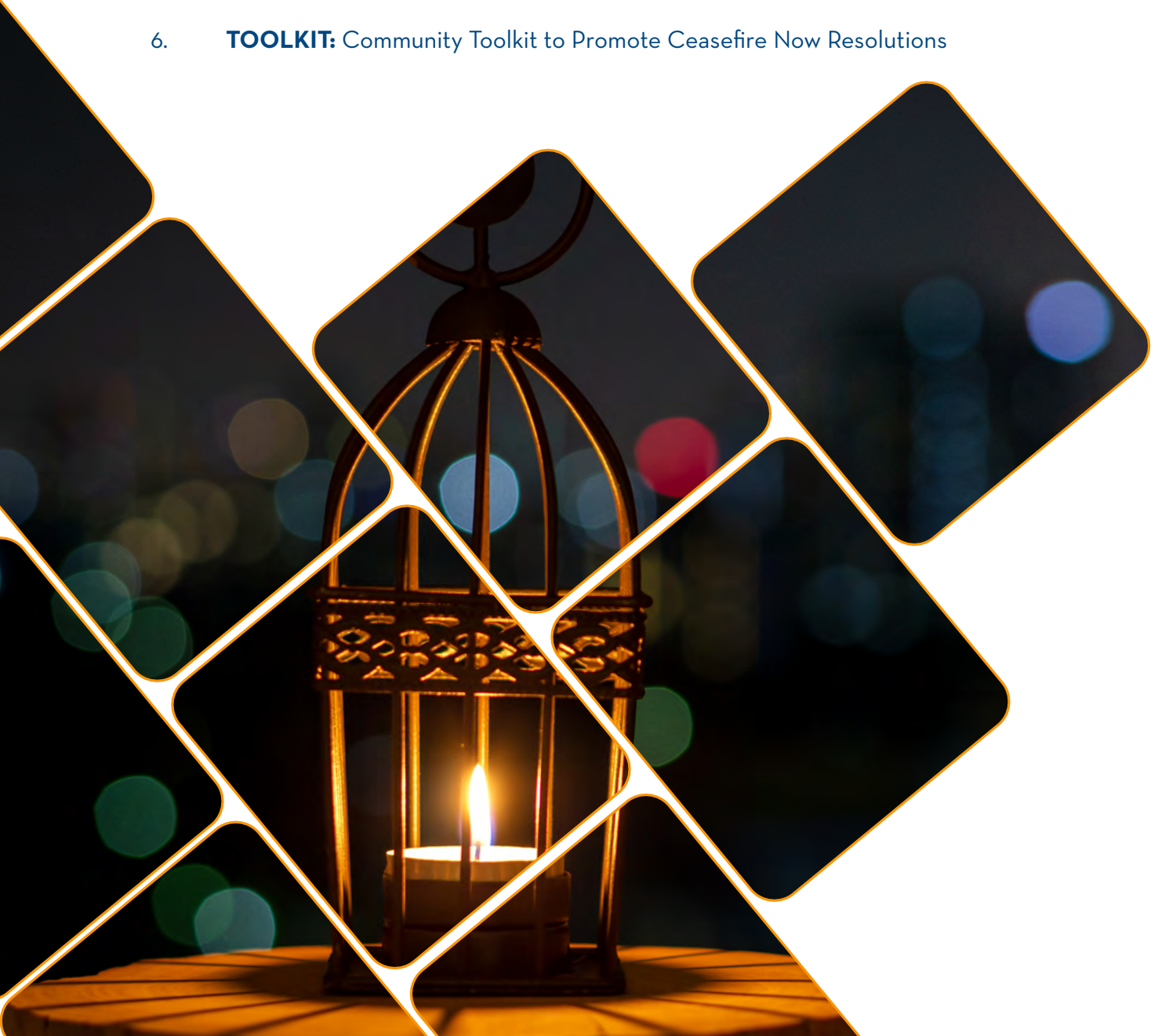
# RAMADAN

## Toolkit



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## INTRODUCTION

Welcome to the Ramadan Toolkit presented by the Council on American-Islamic Relations (CAIR). As the blessed month of Ramadan approaches, CAIR is dedicated to supporting Muslim employees and students in navigating requests for time off and accommodations during this sacred time. Additionally, we recognize the importance of fostering an inclusive environment that celebrates Ramadan and Eid within local communities.

**Requesting Accommodations:** Each year, CAIR diligently produces resources tailored to assist individuals in understanding their rights and advocating for necessary accommodations during Ramadan. Whether it is scheduling adjustments, access to prayer spaces, or understanding religious observances, our toolkit aims to empower individuals to navigate these conversations with confidence and clarity.

**Introducing Celebratory Resolutions:** As part of our commitment to community engagement and civic participation, CAIR traditionally offers resources on crafting template resolutions for Muslim community members to present to local and state officials. These resolutions serve to welcome and celebrate Ramadan and Eid, fostering a spirit of inclusivity and understanding within diverse communities.

In this new Ramadan Toolkit, CAIR is proud to compile all these resources in one comprehensive guide for the first time. We believe that by providing these tools, we can enhance awareness, promote understanding, and facilitate meaningful participation in Ramadan and Eid celebrations.

We invite you to explore this toolkit, utilize its resources, and join us in creating environments that respect and honor the religious traditions of all individuals. Together, let us ensure that Ramadan and Eid are times of unity, reflection, and joy for all.





## Commencement of Ramadan

Commencement of Ramadan: Given that the start and end of Ramadan are determined by moon sightings, there may be variations in opinion among Muslims regarding its timing. Nationally recognized organizations such as the Fiqh Council of North America announce the beginning and end of Ramadan, as well as Eid ul Fitr. Ramadan, observed on the Islamic lunar calendar, involves abstaining from food, drink, and marital relations from dawn to sunset. This year, Ramadan is anticipated to commence around March 11, but exact dates may vary. It is advisable to consult local mosques or Muslim community leaders for precise timings. Eid ul-Fitr, the celebratory “feast of fast breaking” marking the end of Ramadan, is typically commemorated with prayers followed by multicultural bazaars and family activities, often attended by public officials.

Nationally recognized organizations that announce the beginning and end of Ramadan, and Eid ul Fitr:

- Fiqh Council of North America: <http://fiqhCouncil.org>



## TEMPLATE: Employee Ramadan Accommodation Letter

Employee Ramadan Accommodation Letter: For years, CAIR has collaborated with employers nationwide to ensure that Muslim employees are afforded reasonable religious accommodations, in accordance with both federal and state laws. This document serves as a vital tool for Muslim employees to effectively communicate their accommodation needs during the holy month of Ramadan. With a commitment to fostering inclusive workplaces, this letter empowers individuals to advocate for their rights and uphold their religious practices with dignity and respect.

*Date*

**VIA METHOD OF DELIVERY**  
ADDRESSEE

**RE: Ramadan Religious Accommodations Request**

Dear ADDRESSEE.

My name is *[insert full name]*. I am *[job title]* at *[employer or department]*.

As you may be aware, Ramadan, the holy month of Islam, began at sunset on \_\_\_\_\_ and will end at sunset on \_\_\_\_\_. Ramadan is a time for growth, reflection, and community engagement. During this time, Muslims generally observe Ramadan's fast between dawn and sunset and do not drink or eat anything during this time. Further, it is common for Muslims to increase their prayers and charity during Ramadan.

Muslims are also required to observe their five daily prayer times during Ramadan. These prayers fall at: (1) dawn; (2) noon; (3) midafternoon; (4) sunset; and (5) during the evening. While performing the five daily prayers is obligatory for Muslims throughout the year, doing so is especially relevant during Ramadan. These prayers typically take 5-10 minutes to complete and are equivalent to the time usually necessary to take a restroom break. As such, I am requesting to be accommodated for any requests for prayer breaks during Ramadan.

At the conclusion of Ramadan, Muslims celebrate with the Eid ul-Fitr holiday, which is estimated to occur on \_\_\_\_\_. As the Eid ul-Fitr holiday will occur on a weekday, please be prepared to excuse my absence on that date.

In sum, I am requesting that I be allowed to observe Ramadan according to my sincerely held beliefs. Allowing brief breaks for prayer during the day are reasonable and will not negatively impact any business functions.

I appreciate your immediate attention to this matter. Should you have any questions about this letter, please do not hesitate to contact me at *[phone number or email]*. Thank you.

Sincerely,

An editable word document can be found [here](#)

## TEMPLATE: Student Ramadan Accommodation Letter

Student Ramadan Accommodation Letter: CAIR has long been committed to supporting Muslim students in accessing necessary religious accommodations within educational settings, in alignment with federal and state laws. This template letter is a valuable resource for students to effectively communicate their accommodation needs during the sacred month of Ramadan. As part of our ongoing efforts to promote equality and inclusivity in schools, CAIR has provided guides and toolkits to educators and administrators, offering insights into Islamic religious practices and facilitating the creation of equitable learning environments for all students. With this letter, students can confidently assert their rights and ensure their religious observances are respected and accommodated with sensitivity and understanding.

**Council on American-Islamic Relations' 2023 Template  
Message to School Officials for Muslim Parents to Request  
Ramadan and Eid Accommodations**

**[DATE]**  
**PRINCIPAL/SUPERINTENDENT**  
**SCHOOL NAME**  
**ADDRESS CITY, STATE, ZIP CODE**  
**EMAIL | PHONE**

RE: 2023 Ramadan and Eid Religious Accommodations Request

Dear **[PRINCIPAL/SUPERINTENDENT]**:

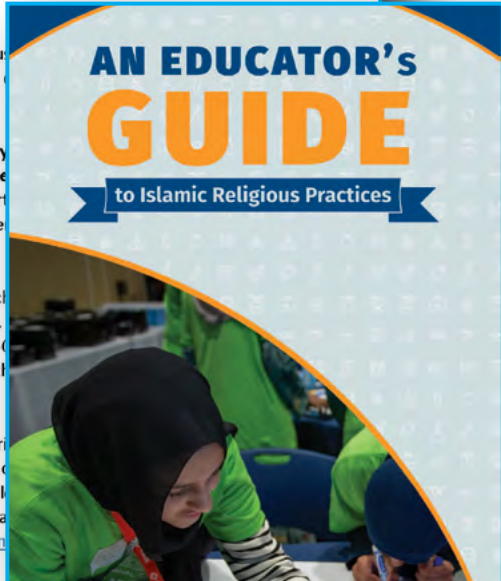
My name is **[name]**, and I am the parent of **[student name]**, grade **[number]**, at **[school name]**. **[Student name]** is Muslim, and I am requesting an accommodation to make it easier them to pray and fast in accordance with our family's sincerely-held religious beliefs during the month of Ramadan. I am also requesting you provide **[student name]** with an excused absence on Eid al-Fitr (EED-al-FITTER), or "feast of fast breaking" holiday.

Many school districts across the country work to ensure that Muslim students receive religious accommodations, as required by federal and state law, and the following Eid celebration.

**This year, the month of Ramadan will begin around Wednesday, April 19, and end around Thursday, April 20. The Eid al-Fitr holiday, marking the end of Ramadan, is about Friday, April 21. Because many Muslims calculate the start of Ramadan based on moon sightings, it is common for Muslims to have different dates for Ramadan and Eid start and end.**

Ramadan is the month on the Islamic lunar calendar during which Muslims abstain from food, drink and other sensual pleasures from break of dawn to sunset. It is one of the major Muslim holidays. The second holiday, Eid al-Adha (EED-al-ADHA), is the culmination of the Hajj, or pilgrimage to Mecca. Ramadan is a time for growth, reflection and engagement. Muslims observe the

Ramadan fast generally between dawn and sunset and do not drink or eat during this time. Prior to fasting each day, Muslims will typically eat a meal called suhoor. The time when dawn begins varies depending on location. The course of Ramadan, as dawn begins at a slightly different time each day, so the time Muslims must finish eating suhoor here: <https://www.islamicreligion.com/ramadan> (that the website uses your location to calculate times).



An editable word document can be found [here](#)

**Know Your Rights:** Religious Accommodations at Work and in School can be found [here](#)



## TEMPLATE: Ramadan & Eid Resolution and Letter

Introducing the Ramadan & Eid Resolutions: In the United States, the onset of Ramadan is often recognized by lawmakers in Congress, state legislatures, and cities nationwide through the introduction of resolutions honoring this sacred month. These resolutions, alongside welcoming statements, videos, and social media posts, serve to acknowledge and celebrate the significance of Ramadan within our diverse communities. CAIR is proud to offer this template letter as a resource for Muslim community members to engage with local and state officials, encouraging the introduction of resolutions that reflect the importance of Ramadan and promote inclusivity and understanding. By utilizing this letter, individuals can play a pivotal role in fostering an environment of respect and appreciation for religious diversity in their communities.

### Template Resolution Marking the Islamic Holy Month of Ramadan and Eid al-Fitr Holiday

**Recognizing the commencement of Ramadan, the Islamic holy month of fasting and spiritual renewal and the holiday of Eid al-Fitr**

Whereas,

\_\_\_\_\_ [location] has a thriving Muslim community whose members make significant contributions to our [town, city, county, or state] in such areas as medicine, engineering, commerce, sports, education, and law; and

Whereas,

Ramadan is the holy month of fasting and spiritual renewal for Muslims worldwide, and is the 9th month of the Islamic calendar year; and

Whereas,

Ramadan lasts 29 to 30 days based on the timing of the crescent

Whereas,

Muslims around the world observe the month by fasting each day from dawn to sunset; and

Whereas,

the daily breaking of fast, called Iftar, at sunset is often celebrated with family gatherings; and

Whereas,

one of the purposes of fasting during the holy month of Ramadan is to foster understanding of the plight faced by those who are less fortunate

### Template Message to Elected Officials Requesting the Introduction of Local and State Resolutions Marking the Islamic Holy Month of Ramadan and Eid al-Fitr Holiday

Dear [Elected Official],

On behalf of [Islamic Organization], I write to encourage your office to consider introducing a resolution recognizing the commencement of Ramadan, the Muslim holy month of fasting and spiritual renewal, commending Muslims throughout [City/State] for their faith and acts of charity.

Traditionally, lawmakers in the U.S. Congress, state legislatures and cities across the country mark the start of Ramadan by introducing resolutions commemorating the month, in addition to issuing welcoming statements, videos and social media.

Many lawmakers and elected officials also introduce resolutions marking the end of the month-long fast of Ramadan and celebration of the Eid al-Fitr holiday.

Muslims calculate the beginning and end of Ramadan and Eid based on moon sightings, so views about start and end dates may vary among Muslim communities.

Throughout the month of Ramadan – which takes place according to the Islamic lunar calendar – Muslims abstain from food, drink, and other sensual pleasures from break of dawn to sunset.

As Muslim communities celebrate and pray together in our houses of worship, we believe it is important for our neighbors to see elected officials nationwide proactively take steps to foster and ensure a greater sense of community and inclusion.

This year, [Islamic Organization] would like to work with your office to draft such a resolution recognizing the commencement of Ramadan.

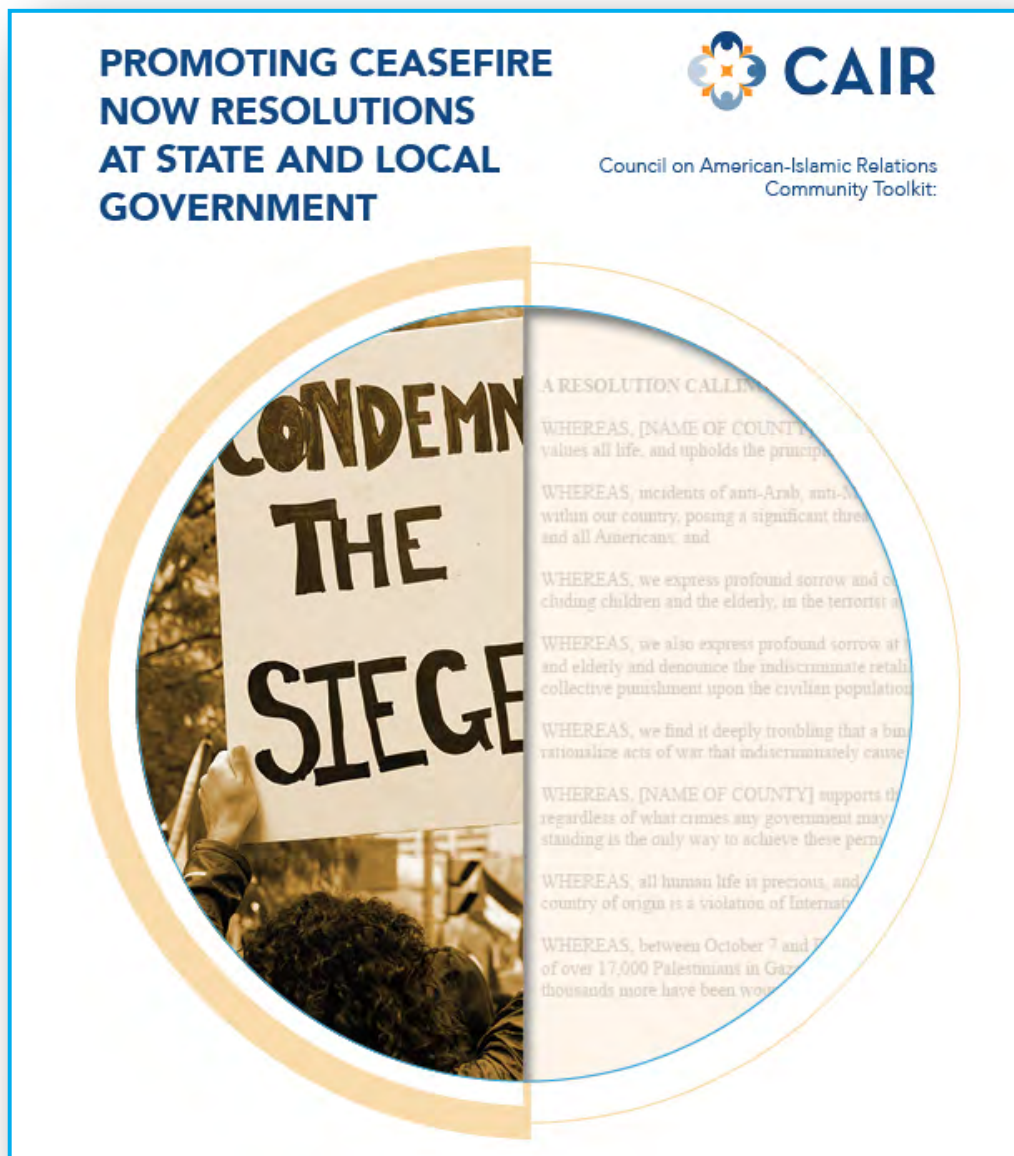
A sample resolution is attached to this letter.

Please contact [Name] at [CMAA] if you have any questions or would like to get the drafting process started.

Template resolution marking the Islamic holy month of Ramadan and Eid al-Fitr officially recognized holidays can be found [here](#). Template letter to Elected Officials can be found [here](#).

## TOOLKIT: Promoting Gaza Ceasefire Now Resolution

Introducing the Gaza Ceasefire Resolution Toolkit: Amidst Israel's ongoing genocide in Gaza and the occupied West Bank, it is crucial to stand in solidarity with our Palestinian brothers and sisters facing the atrocities perpetuated by the U.S.-backed far-right Israeli government. CAIR urges Muslim community members to advocate for ceasefire resolutions at the local, state, and school board levels, as a means of expressing solidarity and calling for an end to the violence. This toolkit serves as a comprehensive resource, offering education on the resolution introduction process and providing template resolutions for governments and school boards. Additionally, it can aid in planning the introduction of resolutions commemorating Ramadan and Eid, fostering a climate of inclusivity and support for all communities. Together, let us raise our voices in support of peace and justice for Palestine.



Community Toolkit on Promoting Ceasefire Now Resolutions can be found [here](#)