

Date:

Subject: A Few Minutes off for Daily Prayer and Time off for **Friday Prayer**

Dear Sir / Madam:

Muslims are supposed to follow the tradition according to their Holy Book, the Quran, and the practices of the Prophet Muhammad (peace be upon him) known as Sunnah. Accordingly, Muslims are obligated to perform prayers 5 times a day during certain period of times. Please allow your Muslim employees the appropriate time to perform these prayers when they coincide with their work schedule.

The five (5) prayers are as follows:

1. Fajr (morning prayer), which is performed about an hour before sunrise
2. Dhuhr (noon prayer), which is performed anytime from noon till the afternoon
3. Asr (afternoon prayer), which is performed anytime in the late afternoon
4. Maghrib (evening prayer), which is performed around sunset
5. Isha (Night Prayer), which is performed during the night time

Please note that 5 to 10 minutes is all that is usually needed to perform each of these daily prayers. In addition, **Friday** is a day of congregational worship (just as Saturdays & Sundays are for the Jewish and Christian faiths, respectively). It is a compulsory duty on all mature Muslim males to attend the Friday noon congregational prayer, called Jumuah. The Friday prayer is held at the Masjid or Islamic Center at **1:15 PM** and ends by **2:00 PM**. The Muslim Society of Memphis would appreciate that employees be given a break from **12:45 PM to 2:30 PM** on Fridays, so that they can attend the obligatory prayers.

The Muslim faith, which has almost 10 million adherents in the U.S. alone and about 20,000 in Memphis, has requirements such as five daily prayers, fasting, pilgrimage and other religious practices. Such religious expressions are protected by the First Amendment to the Constitution of the United States of America, which expresses the free exercise of religion. Upon request and for additional information, much more detailed documents can be made available to you. We appreciate your understanding and co-operation in helping your Muslim employees to follow their religious traditions during their employment in your esteemed organization. If you have any questions you may contact us at (901) 685-8906.

Thank you.

Sincerely,

Muslim Society of Memphis
1065 Stratford Road
Memphis, TN 38122