

**Request Form for Employee Religious Exemption/Accommodation
Related to COVID-19 Vaccine**

Please return this form to Human Resources at hr@union.edu.

This document is intended for use as a reference when applying for religious exemption/accommodation to the COVID-19 immunization requirements for employment at Union College. Its purpose is to assist in establishing the religious basis for your request on the basis of sincere religious belief. Philosophical, political, scientific, or sociological objections to immunization **do not** justify an exemption or accommodation.

In order to qualify for the exemption, employees are required to provide a written and signed statement below objecting to immunization due to sincere and genuine religious beliefs which prohibit immunization, in which case supporting documents may be required.

The statement **must** address **all** of the following elements:

- Explain in your own words why you are requesting this religious exemption.
- Describe the religious principles that guide your objection to immunization.
- Indicate whether you are opposed to all immunizations, and if not, the religious basis that prohibits particular immunizations.

Human Resources will notify you as to the approval or denial of your request.

To Be Completed by Employee Requesting Religious Accommodation:

Name: _____

Email: _____

Date of Request: _____

Please document below or attach a separate document explaining why you are requesting an Exemption/Accommodation:

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Supporting materials may be requested, which include any of the following:

- A letter from an authorized representative of the church, temple, religious institution, etc. that you attend, or literature from the church, temple, religious institution, etc. explaining doctrine/beliefs that prohibit immunization (Note: you need not necessarily be a member of an organized religion or religious institution to obtain a religious exemption);
- Other writings or sources upon which you rely in formulating religious beliefs that prohibit immunization;
- Any documents or other information you may be willing to provide that reflect a sincerely held religious objection to immunization.

In some cases, the College will need to obtain additional information and/or documentation about your religious beliefs and/or practices. Also, the College may need to discuss the nature of your religious beliefs and practices, as well as your requested accommodation, with your religion's spiritual leader or religious scholars to address your request for an exception.

Verification

I understand that Union College (the "College") requires a COVID-19 vaccination as a condition of employment. I hereby certify that I believe that I have a religious belief that necessitates an exemption from this vaccination requirement.

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge and I understand that any misrepresentation contained in this request may result in disciplinary action.

I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others and/or to me, or if it creates an undue hardship on the College.

Print Name: _____

Date: _____

Signature: _____