

# **Mandatory COVID-19 Vaccination Religious Exemption/Accommodation Request Form**



King County Executive Branch employees must be fully vaccinated against COVID-19 by October 18, 2021. This form is intended to assist King County in assessing any request for an exemption/accommodation from being vaccinated against COVID-19 based on an employee's sincerely held religious belief. Philosophical, political, scientific, or sociological objections to immunization do not justify an exemption or accommodation.

To request an exemption/accommodation from King County's COVID-19 vaccination requirement, the employee must complete Part 1 of this form and submit the form to their agency's Human Resources department.

Human Resources, or other appropriate personnel, will engage in an interactive process to determine whether the employee is eligible for an exemption/accommodation and if so, will determine if a reasonable accommodation can be provided that will enable the employee to perform the essential functions of their position without posing an undue hardship on the county or a threat to the employee or others.

<b>Part 1 – To be Completed by the Employee</b>			
<b>Employee Name</b>		<b>Date of Request</b>	
<b>Department</b>		<b>Division</b>	
<b>Position</b>	<b>Supervisor</b>		<b>Phone Number</b>
<b>Please address each of the following in your "Religious Exemption/Accommodation Request"</b>			
<ol style="list-style-type: none"><li>1. Why you are requesting an exemption;</li><li>2. The religious principles that guide your objection to immunization;</li><li>3. How your sincerely held religious belief conflicts with King County's vaccination mandate;</li><li>4. Whether you are opposed to all immunizations, and if not, the religious basis that prohibits COVID-19 vaccination;</li><li>5. What accommodation you are seeking; and</li><li>6. Any additional information you believe would be helpful in processing your religious accommodation request.</li></ol>			

**Religious Exemption/Accommodation Request:**

In some cases, King County will need to obtain additional information about your religious practices or beliefs. If requested, can you provide additional information to support your beliefs and need for an accommodation?

☐ Yes

☐ No

**If no, please explain why below:**

**Employee Certification**

I understand that King County requires employees to be fully vaccinated for COVID-19. I certify that I have a religious belief that I believe necessitates an exemption from this vaccination requirement.

I certify 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 intentional misrepresentation contained in this request may result in disciplinary actions, up to and including termination.

I also understand that my request for accommodation will not be granted if it is unreasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on King County.

**Employee Signature****Print Name****Date**

**Part 2 – To be Completed by an HR Representative**

<b>Date request was received</b>	
<b>Request received by</b>	<b>Was form completed properly?</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed forms should be forwarded to the Religious Accommodation Request Committee (<a href="mailto:dhrreligiousaccommodationcommittee@kingcounty.gov">dhrreligiousaccommodationcommittee@kingcounty.gov</a>) for review and final determination of exemption/accommodation.</b>	
Based on the Committee's direction, describe the interactive process with the employee (if applicable):	
<b>Based on the Committee's direction, was the exemption/accommodation granted?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If granted, describe the accommodation, including any alternative safety precautions required:</b>	
<b>If an exemption was not granted, explain why:</b>	
<b>HR Representative Signature</b>	
<b>HR Representative Name</b>	<b>Date</b>