

**Mandatory COVID 19 Vaccination
Employee Request for Reasonable Accommodation Form
- Religious**



All City of Shoreline employees must be fully vaccinated against COVID-19 by December 1, 2021. City of Shoreline employees subject to Governor Inslee’s Emergency Proclamation 21-14.1 COVID-19 Vaccination Requirement, shall be fully vaccinated against COVID-19 by October 18,2021. This form is intended to assist the City of Shoreline in assessing any request for an exemption 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 accommodation or exemption.

To request an exemption/accommodation, under Title VII of the Civil Rights Act of 1964, from City of Shoreline’s COVID-19 vaccination requirement the employee must complete Part 1 of this form and submit the form to the Human Resources and Organizational Development Director.

This form is intended to assist the City of Shoreline in assessing your request from being vaccinated against COVID-19 based upon religious beliefs. To request an exemption based on religious beliefs from the City of Shoreline’s COVID-19 vaccination requirement:

1. The employee must complete Part 1 of this form;
2. The employee’s religious leader, if employee has a religious leader, must complete Part 2; and
3. When both are completed, the employee must submit the form to the Human Resources and Organizational Development Director.

Human Resources will engage in an interactive process to determine whether the employee is eligible for an accommodation and if so, will determine what 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 City or a threat to the employee or others.

While the City will carefully review all requests for a religious accommodation or exemption, approval is not guaranteed. After your request has been reviewed and processed, you will be notified, in writing, if an exemption has been granted or denied. If denied, you must become compliant with the City’s mandatory vaccination policy to continue your employment with the City of Shoreline.

Part 1 – To be Completed by the Employee		
Employee Name:	Date of Request:	
Department:	Division:	
Position:	Supervisor:	Date:
Please address each of the following in your “Religious Accommodation Request.”		
<ol style="list-style-type: none"> 1. Why you are requesting an exemption; 2. The religious principles that guide your objection to immunization; 3. How your sincerely held religious belief conflicts with City of Shoreline’s vaccination mandate; 4. Whether you are opposed to all immunization, and if not, the religious basis that prohibits COVID-19 vaccination; 5. Whether you and your children (if any) have received immunization for measles, mumps, rubella (MMR), polio, tetanus, or other immunizations required for school attendance or medical care, and if not, whether you have obtained sincerely held belief exemptions from those immunization requirements; 6. What accommodation are you seeking; and 7. Any additional information you believe would be helpful in processing your religious accommodation request. 		
Religious Accommodation Request:		
<p>In some cases, City of Shoreline may need to discuss your religious beliefs, practices, or accommodation with your religious leader or religious scholars to address your request for an exemption. May the City of Shoreline contact your religious leader shown in Part 2 of this form?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		

Vaccine Mandate Exemption - Religious

Employee Certification:	
<p>I understand that City of Shoreline requires employees to be fully vaccinated for COVID-19. I certify that I have sincerely held religious beliefs and practices that I believe necessitates an exemption from this vaccination requirement.</p> <p>I certify that the information I am submitting in support of my request for an accommodation is true, accurate and complete to the best of my knowledge, and I understand that any false information or intentional misrepresentation contained in this request may result in disciplinary actions, up to and including termination.</p> <p>I also understand that my request for an 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 for the City of Shoreline.</p>	
Employee Signature:	
Print Name:	Date:

Part 2 – To be completed by Religious Leader:
Name of Religious Organization:
Religious Organization Statement:
<p>In the space below, please provide a written and signed statement supporting the basis for the observant’s faith/beliefs which are contrary to the practice of vaccination or use of the COVID-19 vaccination. Please attach additional documentation, if necessary.</p>

Vaccine Mandate Exemption - Religious

I certify that my statement above is true and accurate and that the above-name observant is a member of my religious organization and holds a sincere religious belief that is against the receipt of the COVID-19 vaccination.	
Religious Leader Signature and Title:	
Print Name	Date: