



RELIGIOUS EXEMPTION REQUEST FORM

The Town of Friday Harbor is committed to building an inclusive and welcoming work environment. The Town will reasonably accommodate religious practices of its employees and prospective employees in compliance with federal and state law. However, the Town is not obligated to grant an accommodation specifically requested by an employee or prospective employee in every circumstance.

Please complete and return to duncanw@fridayharbor.org. If you prefer not to complete this form, please contact Human Resources to schedule a phone or virtual meeting to make your accommodation request and engage in interactive dialogue.

Employee Name: _____ Employee Job Title: _____

1. Describe the religious belief, practice, or observance that is the basis for your request for a religious accommodation.

2. Does your religious belief, practice, or observance lead you to object to:
 - a. All medical treatment – Yes / No
 - b. All vaccinations – Yes / No
 - c. Only the COVID-19 vaccination – Yes / No

3. Briefly explain how your sincerely held religious belief, practice, or observance conflicts with the COVID-19 vaccination requirement.

4. Briefly describe the accommodation you are requesting.

5. If the request for accommodation is temporary, please identify the anticipated date the accommodation will no longer be needed: _____

I certify that I have read and understood the information provided in this request, and that I have truthfully completed it based on my knowledge, information, and belief. I understand that this form will be stored separately from my personnel file.

Employee Signature

Date

Human Resources Review	
Reviewed by: _____	Approved / Denied (circle one)
Date: _____	