

REQUEST FOR RELIGIOUS EXEMPTION FROM COVID-19 VACCINATION

Daemen College is committed to building an inclusive and welcoming campus environment.

If your religious beliefs or practices prevent you from receiving the COVID-19 vaccination, please provide the following information.

Please print the following information:

Name: _____ **Job Title:** _____

Supervisor: _____ **Department:** _____

Please explain in your own words why you are seeking a religious exemption, the religious principles that guide your objection to immunization, and please indicate whether you are opposed to all immunizations, and if not, the religious basis on which you object to COVID-19 immunizations.

Supporting Documentation

Please provide documentation that supports your religious exemption. Some forms of acceptable documentation are listed below:

- A letter from a religious/spiritual leader or member of the clergy explaining the doctrine/beliefs that prohibit all immunizations and/or the COVID-19 immunization; The religious leader/member must not be an immediate relative of the employee and must state in the letter how long they have known the employee to be a member of this religious denomination/sect/group; or
- Literature from the religious organization or other writings and sources upon which the requester has relied in formulating their religious beliefs that prohibit all immunizations and/or the COVID-19 immunization.

Verification and Accuracy

EMPLOYEE ACKNOWLEDGEMENT

I verify that the above information I have provided 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 action. My request for an exemption from the COVID-19 vaccination is based upon my sincerely held religious beliefs.

Signature: _____ **Date:** _____

Print Name: _____

Confidentiality of Information Provided

Requests for exemptions and any documents provided will be kept confidential and shared only with those College employees who have a need to know.

Upload the completed form and supporting documentation on this [Secure Upload link](#)

Summary of Next Steps

1. The exemption process will be coordinated by the Employee Engagement Office. All requests will be received and securely maintained by the Employee Engagement Office.
2. A committee separate from the Employee Engagement Office will review your request and make the final decision. The Employee Engagement Office will ensure that any identifying information (name, dept, job title, supervisor) provided will be redacted prior to sharing with the committee members who will make the final determination.
3. If after reviewing the request, the committee is unable to make a determination because of inadequate information or questions remain about the religious nature or sincerity of a particular belief or practice, they may request additional information.
4. Please allow 15 days for a response and determination. You may be asked to provide additional information.
5. The committee will notify the Employee Engagement Office of their decision.
6. The Employee Engagement Office will notify you in writing of the decision regarding your requested religious exemption.
7. If you are granted a religious exemption, you will be required to undergo weekly COVID-19 testing in addition to observing all COVID-19 health and safety protocols.
8. The College will reconsider a denial only if you bring forth new information supporting your request. For reconsideration of a denial, please contact the Employee Engagement Office.