

## REQUEST FOR RELIGIOUS EXEMPTION FROM COVID-19 VACCINATION REQUIREMENT

### INSTRUCTIONS:

This Form:

1. Must be completed by an employee who is requesting an exemption from the requirement to complete vaccination against COVID-19;
2. is only valid for application for exemptions from the requirement to complete vaccination against COVID-19;
3. Must be submitted to [HR@NJCU.edu](mailto:HR@NJCU.edu), along with all supporting documentation and materials. An application is not complete and will not be considered without the required documents attached (see below). The University will review each application and will contact the employee within five business days of receipt to request any supporting documentation, or to provide notice that the application is complete as submitted. If such a request is made, the employee has a maximum of ten business days to submit additional materials as requested. If a request for exemption is denied, an amended application can be submitted within ten business days. No more than one amended version of an application may be submitted.

### ACCOMPANYING DOCUMENTATION:

- Religious Exemptions: Employees who wish to apply for a religious exemption from the University vaccine requirement must provide, using this form, a description of how administration of the COVID-19 vaccine conflicts with the employee's *bona fide and sincerely held religious belief or practice* that precludes the employee from being vaccinated for COVID-19. Employees requesting a religious exemption are asked to provide documentation from, and/or contact information for, the leader of their religious institution.

### RELATED PROTOCOLS:

1. All employees, except those with approved religious and medical exemptions, must be fully vaccinated against COVID-19, which vaccination must be complete by December 23, 2021.

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2. Employees hired after September 7, 2021 must be fully vaccinated against COVID-19, *including adjunct faculty*.
3. Individuals who are unvaccinated, **including those with an exemption**, are required to comply with COVID-19 testing and screening protocols, as well as other health and safety protocols as may be implemented by the University in order to mitigate the spread of COVID-19.
4. The term of approval for an exemption is up to 180 days. No less than 30 days from the expiration date of an exemption, the University will provide notice via University e-mail of the upcoming expiration. An employee may apply for a new term of exemption by submitting a new complete application within 30 days of the receipt of notice of the upcoming expiration.



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**Your Full Name:**

**Date of Birth:**

**Job Title:**

**Phone Number:**

**Email:**

**Department:**

**Supervisor:**

**Employee ID #:**

**Date of Request:**

**RELIGIOUS REASON:**

Please specify the religious belief, practice, or observance that is the basis for your request:

Please specify religious belief, practice, or observance that specifically conflicts to the COVID-19 Vaccination requirement:



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If you have requested religious accommodation before, please state approximately when the request was made, the name of the individual who responded to the request, and the outcome of the request:

Additional Comments (if any):

**Religion Tenet(s) Documentation:**

In some cases, the University will need to obtain documentation or other authority regarding your religious practice or belief. For example, the University may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars. If requested, can you obtain documentation or other authority to support the need for an exemption?

YES

NO

\*I verify that the above information I am submitting in support of my request for an exemption 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.

Employee Signature

Date