

# REASONABLE ACCOMMODATION/ EXEMPTION PROCEDURES

County employees may request an exemption from the COVID-19 vaccination policy for either medical or religious reasons.

You are required to follow any and all safety protocols mandated by federal, state, and local COVID-19 vaccination laws as well as in your Department.

**E**mployee / **D**epartment



For a medical condition that prevents you from getting vaccinated against COVID-19.



For a sincerely held religious belief, practice, or observance that conflicts with your ability to get vaccinated against COVID-19.

Complete and sign the necessary forms.

[Request for Medical Accommodation Form](#)  
[Healthcare Provider Certification Form](#)

- Submit your forms to your Departmental Human Resources Manager (DHRM) or their designee.
- You can submit via email or hard copy.
- You can request additional time to submit the healthcare provider certification if needed. Requests for extension must be in writing.

Your department will acknowledge receipt of your request in writing.

If the need for a medical accommodation is not established by the forms you submit, your department will engage with you in a timely, good faith interactive process.

Your department will issue a determination after reviewing your completed accommodation request.

If your request for accommodation is denied by your department, you will be able to submit a request for reconsideration from the Department of Human Resources.

[Request for Reconsideration Form](#)

Complete and sign the necessary form.

[Request for Religious Accommodation Form](#)

- Submit your form to your Departmental Human Resources Manager (DHRM) or their designee.
- You can submit via email or hard copy.

Your department will acknowledge receipt of your request in writing.

If the need for a religious accommodation is not established by the form you submit, your department will engage with you in a timely, good faith interactive process.

Your department will issue a determination after reviewing your completed accommodation request.

If your request for accommodation is denied by your department, you will be able to submit a request for reconsideration from the Department of Human Resources.

[Request for Reconsideration Form](#)

