

RCUH RELIGIOUS ACCOMMODATION REQUEST FORM RELIGIOUS EXEMPTION FROM COVID-19 VACCINATION

Return to RCUH Human Resources via email: rcuhhrdirector@rcuh.com

Requests are considered pending until a Determination letter has been issued by the Director of Human Resources.

The Research Corporation of the University of Hawai'i (RCUH) Mandatory Vaccination Policy demonstrates our commitment to protecting the health and safety of our employees and community at large. RCUH is also committed to complying with all applicable laws protecting employees' religious beliefs and practices. The RCUH will review an employee's request for a Religious Accommodation. The RCUH will provide a reasonable accommodation for an employee whose religious beliefs and practices prohibit them from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the organization or pose a threat to the health or safety of others in the workplace. To request an accommodation for an exemption from COVID-19 vaccination, please complete this accommodation request form and return it to RCUH Director of Human Resources via email: rcuhhrdirector@rcuh.com. RCUH will use this information to provide the employee with guidance and to facilitate an interactive process (as necessary) in the accommodation assessment process.

Employee Information, Request and Certification

1. Contact Information:

Employee Name:	RCUH ID:
Phone:	Email Address:

STATUS (check box): Current Employee Rehire or New Hire (Pending final approval to start work)

2. Reason for Request:

3. If requested, can you obtain documentation to support the need for religious accommodation? Check one box.

Yes

No. If you check "no" please explain why.

4. Certification: I hereby verify that the information I am submitting in support of my request for an exemption is accurate, and I understand that any falsification or misrepresentation may result in disciplinary action, including possible termination of employment. (If electronic signature is used, attach the electronic signature audit page if applicable.)

Employee Signature

Date