



# CITY OF SAINT PAUL

ALASKA

<b>REQUEST FOR ACCOMMODATION: RELIGIOUS ACCOMODATION FROM VACCINATION FORM</b>			
To request an exemption from required vaccinations for City employees, please complete section 1 below and have your supervisor complete section 2 before returning this form to the City Clerk.			
<b>Part 1: To be Completed by Employee</b>			
<b>Employee Name</b>		<b>Date of Request</b>	
<b>Department/Division</b>		<b>Job Title</b>	
<b>Employee ID No</b>		<b>Supervisor Name</b>	
<b>Requested Accommodation</b>			
<b>Length of time the accommodation is needed?</b>			
<b>Describe the religious belief or practice that necessitates this request for accommodation.</b>			
<b>Describe any alternate accommodations that might address your needs.</b>			
I have read and understand City's policy on religious accommodation for COVID-19 vaccination for City employees. My religious beliefs and practices, which result in this request for a religious accommodation, are sincerely held. I understand that the accommodation requested above may not be granted but that the City will attempt to provide a reasonable accommodation that does not create an undue hardship on the company. I understand that the City may need to obtain supporting documentation regarding my religious practice and beliefs to further evaluate my request for a religious accommodation			
<b>Employee's Signature</b>		<b>Date</b>	

<b>Part 2: To be Completed by the Employee's Supervisor</b>			
<b>Describe the Requested Accommodation</b>			
<b>Evaluation of Impact (if any)</b>			
<b>Employee's Supervisor's Signature</b>		<b>Date</b>	
<b>Part 3: Human Resources Division Review</b>			
<b>Date of Initial Request</b>			
<b>Review Date</b>			
<b>If the requested accommodation is denied, what are some alternative accommodations (list in order of preference)</b>			
1.			
2.			
3.			
<b>Request Approved</b>		<b>Date</b>	
<b>Describe specific accommodation details.</b>			
<b>Request Denied</b>		<b>Date</b>	
<b>Describe why accommodation is denied.</b>			
<b>Date Discussed with Employee</b>			
<b>HR's</b>		<b>Date</b>	
<b>City Manager's</b>		<b>Date</b>	