

RELIGIOUS ACCOMMODATION REQUEST FORM – COVID-19 VACCINATION

Please complete and return to Jason Lesley in Human Resources by September 15, 2021, and **no later than October 5, 2021**, to allow time for processing the request: Email: JasonL@spokaneschools.org Fax: 509-354-5963

Spokane Public Schools will reasonably accommodate the religious practices of its employees in compliance with federal and state law. However, Spokane Public Schools is not obligated to grant an accommodation specifically requested by an employee in every circumstance.

Employee Name:		Employee ID #:	
Current Position:		Work Site:	

1. Below, describe the religious belief, practice, or observance that is the basis for your request for a religious accommodation.

2. Briefly explain how your sincerely held religious belief, practice, or observance conflicts with the COVID-19 vaccination requirement.

3. Briefly describe the accommodation you are requesting.

If needed, you may attach additional documentation to this form.

You may also wish to provide a statement from a religious leader or from a person who can otherwise speak to your sincerely held religious belief.

If the School District has an objective basis for questioning either the religious nature or the sincerity of a particular belief, practice or observance, the School District reserves the right to request additional supporting information.

I certify that I have read and understood the information provided in this request, and that I have truthfully completed it based on my knowledge, information, and sincere religious belief that prevents me from receiving the COVID-19 vaccination. I understand that this form will be stored separately from my personnel file.

Employee Signature

Date

<p>Human Resources Review Form completed by (HR Rep Name or Employee Name): _____ Reviewed by: _____ Approved/Denied (circle one) Date: _____</p>
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