

**The City of San Diego**  
**REASONABLE ACCOMMODATION REQUEST FORM**  
**[COVID-19 Vaccination Religious Exemption]**

The City of San Diego is committed to providing equal employment opportunities for all employees and candidates for employment. Accordingly, employees and candidates with a sincerely held religious belief, observance, or practice that prevents them from receiving a COVID-19 vaccine may request reasonable accommodation and exemption from the COVID-19 vaccination requirement. The City will review requests for accommodation on a case-by-case basis in accordance with federal and state law.

The City of San Diego will seek to reasonably accommodate employees and candidates for employment who have a sincerely held religious belief, observance, or practice that conflicts with the City's COVID-19 vaccination requirement. Generally religious beliefs include theistic beliefs (i.e. those that include a belief in God) as well as non-theistic moral or ethical beliefs as to what is right and wrong which are sincerely held with the strength of traditional religious views. Social, political, or economic philosophies, as well as mere personal preferences, are not "religious" beliefs protected by Title VII. Reasonable accommodation and exemption from the COVID-19 vaccination requirement will be considered for employees and candidates who: (1) have a sincerely held religious belief, observance, or practice that prevents them from receiving a COVID-19 vaccine; (2) complete this request form, or otherwise request accommodation and provide sufficient equivalent information; and (3) provide any additional information requested to support their religious accommodation and exemption request.

If you have any questions, please email [COVID-RA@sandiego.gov](mailto:COVID-RA@sandiego.gov)

**EMPLOYEE/CANDIDATE REQUEST [to be completed by City employee/candidate for City employment]**

Employee/Candidate Name: \_\_\_\_\_  
Job Classification/Title: \_\_\_\_\_  
Personnel Number (PERNR): \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Department/Division: \_\_\_\_\_  
Work Location: \_\_\_\_\_

Supervisor/Manager Name & Title: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting reasonable accommodation and exemption from the City of San Diego's Mandatory COVID-19 Vaccination Policy. I make this request based on my sincerely held religious beliefs, observances, or practices which conflict with the City's COVID-19 vaccination requirement. I certify the following is true:

1. My religion or belief system is called or referred to and can be generally described as follows (*enter name and description; you may attach additional pages as needed*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I have held my religious beliefs or observed or practiced my religion or belief system since (*enter approximate date, year, or time frame*): \_\_\_\_\_

\_\_\_\_\_

3. My religious beliefs, observances, or practices require me to abstain from receiving a COVID-19 vaccine.  
 Yes  No

If Yes, please describe the specific tenet, religious belief, observance, or practice that conflicts with the City's COVID-19 vaccination requirement and explain why you are precluded from receiving a COVID-19 vaccine (*you may attach additional pages as needed*):

\_\_\_\_\_

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4. Does your religious beliefs, observances, or practices allow you to receive vaccinations other than the COVID-19 vaccine?

Yes  No

If Yes, please describe how your religious beliefs, observances, or practices require you to abstain from receiving a COVID-19 vaccine, but not other types of vaccinations (*you may attach additional pages as needed*):

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5. Please describe the accommodation(s), if any, you are seeking and believe will allow you to safely perform the essential duties of your position or the position sought:

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I certify that I make this request for accommodation and exemption based on my sincerely held religious beliefs, observances, or practices which prevent me from receiving a COVID-19 vaccine in compliance with the City of San Diego's Mandatory COVID-19 Vaccination Policy.

I understand that in evaluating my request for reasonable accommodation and exemption from the COVID-19 vaccination requirement, the City of San Diego may require me to provide additional supporting information and documentation. I understand that if I fail to provide sufficient information and documentation to support my request, the City may deny my request for accommodation and exemption.

If requested, I can provide a declaration, written statement, or other documentation from a religious leader or other person who can describe and attest to my sincere religious beliefs, observances, or practices.

Yes  No

I understand that because I am not fully vaccinated against COVID-19, I am required to wear a facial covering at all times while indoors and in shared vehicles in the workplace. I am also required to wear a facial covering outside at work when I am within six feet of another person.

I certify that my responses and the information provided on this form are true and correct and accurately reflect my sincerely held religious beliefs, observances, or practices and their conflict with the City of San Diego's COVID-19 vaccination requirement. I understand I may be subject to discipline or disqualification if it is found I knowingly provided false or incorrect responses or falsified documentation. I understand that approval of my request for accommodation is subject to reevaluation should circumstances or my assignment/position change or the City learn of new information related to my request.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date