

How to Cancel Your COVID-19 Vaccine Religious Accommodation Request

Desktop Only (will not work on Mobile Browsers)

1. Go to <https://dbsforms.ucmerced.edu/forms/employee-covid19-religious-accommodation-cancellation>
2. After signing in through DUO Single-Sign-On, you will see the religious accommodation request cancellation form.

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EMAIL hr@ucmerced.edu
PHONE (209) 228-4400
WEB hr.ucmerced.edu

HR COVID-19 Vaccination Religious Accommodation Cancellation

BEFORE YOU BEGIN

This form is used to cancel an active or pending Accomodation Request.

This form will **auto-populate employee data** from UCPath, including employee's direct supervisor. *If there are discrepancies with the data, please contact your immediate supervisor/manager and they will work with their Business Officer to request immediate correction in UCPath.* Submitting a form with inaccurate information will cause routing delays.

Please Note: To support the safety and well-being of the entire University community, the SARS-CoV-2 (COVID-19) Vaccination Program Policy will require, with few exceptions, all employees be vaccinated against the COVID-19 virus before they will be allowed on campus, in a University facility, or Program. As with other policies, and in the case of employees as required by federal and California law, employees will be eligible to make request for accommodations based on religious belief.

3. The Employee Information, Appointments, and Previous Active Accommodation sections will be automatically filled. Please provide comments as to why you are cancelling, and then check the confirmation box and type your full name. Then click submit.

Previous Active Accomodation

You are cancelling the Accomodation Request with details below:

Received On	Effective Date	Current Status
7/21/2021 9:25:02 PM		SUBMITTED

Employee Signature

Comments (Please use this section to add any comments)

I confirm that I am submitting this form to cancel my COVID-19 Vaccination Religious Accommodation *

Type Your Full Name * Completed On

Form Control

Submit

4. You will receive an email confirming your cancellation request.



Dear ,

Your request for **Cancellation** of COVID-19 Vaccination Religious Accommodation has been submitted to the Office of UC Merced Human Resources for review and consideration. Once your request has been reviewed, you will receive formal notification of the status of your request within three business days.

Application Details

Employee Name:
Received Date: **7/19/2021**
Document ID: **1230160**

Please treat as confidential information and it should not be shared with others. Additional information can be found at <https://doyourpart.ucmerced.edu/do-your-part>

If you have questions regarding this notification, please e-mail benefits@ucmerced.edu.

Thank you,
Human Resources
University of California, Merced
<https://hr.ucmerced.edu>

5. Once your cancellation request is approved, you will receive another email, as shown below. Please keep this email for your records.



Dear ,

Your COVID-19 Vaccination Religious Accommodation Request has been **cancelled** per your request. A copy of an official letter is attached for your records. Please treat as confidential information and it should not be shared with others. **If you have yet to do so, you are required to upload proof of COVID-19 immunization or file medical exemption through the Work Health Solutions portal [here](#) to remain compliant.**

Application Details

Employee Name:
Effective Date:
Document ID: **1230160**
Status: **Cancelled**

Your supervisor has received an email notifying them that your religious accommodation has been cancelled.

Additional information can be found at <https://doyourpart.ucmerced.edu/do-your-part>

If you have questions regarding this notification, please e-mail benefits@ucmerced.edu.

Thank you,
Human Resources
University of California, Merced
<https://hr.ucmerced.edu>

6. As the email states, you must now upload proof of COVID-19 Immunization or file a medical exemption through the Work Health Solutions portal, which can be found [here](#). Instructions to complete the COVID-19 vaccine proof upload can be found [here](#).