

How to Request a Religious Accommodation to the COVID-19 Vaccination Policy Desktop Only (will not work on Mobile Browsers)

1. Go to <https://doyourpart.ucmerced.edu/academic-personnel-and-staff>
2. Click “Employee Request for Religious Accommodation”, which will open a new window and take you to the typical single-sign-on screen.

Submit COVID-19 Vaccination Proof or Exemption

Use one of the buttons below to either upload your COVID-19 vaccination card, request a COVID-19 vaccination medical exemption, or request a COVID-19 vaccination religious accommodation. **If you are a student employee, please submit through Student Health Services [here](#).**

EMPLOYEE PORTAL TO
SUBMIT PROOF OF
VACCINATION

EMPLOYEE REQUEST FOR
MEDICAL EXEMPTION

EMPLOYEE REQUEST FOR
RELIGIOUS
ACCOMMODATION

Need Help Submitting Proof or Requesting Exemption?

- [How to Upload Your COVID-19 Vaccination Proof on Mobile](#)
- [How to Confirm a Successful Upload on Mobile](#)
- [How to Upload Your COVID-19 Vaccination Proof on Desktop](#)
- [How to Request Religious Accommodation \(Desktop only\)](#)
- [How to Cancel Your Religious Accommodation Request \(Desktop Only\)](#)

3. After signing in, you will see the religious accommodation request form.

The screenshot shows the University of California Merced Human Resources portal. At the top left is the University of California Merced logo. At the top right is a navigation menu with 'DIVERSITY', 'BUSINESS', and 'SERVICES' options, and a 'Logout' button. Below the navigation is a header for 'UNIVERSITY OF CALIFORNIA MERCED HUMAN RESOURCES' with contact information: EMAIL hr@ucmerced.edu, PHONE (209) 228-8247, and WEB hr.ucmerced.edu. The main content area is titled 'COVID-19 Vaccination Religious Accommodation' and includes a 'BEFORE YOU BEGIN' section with three numbered instructions. Instruction 1 states that the form will auto-populate employee data from UCPath and that discrepancies should be reported to the Business Officer. Instruction 2 notes that the form is for staff and academic appointees only, and that student employees should submit through Student Request for Religious Accommodation. Instruction 3 states that only one request is permitted and that cancellations should be contacted with Human Resources. A 'Please Note' section explains that the SARS-CoV-2 (COVID-19) Vaccination Program Policy requires all employees to be vaccinated against the COVID-19 virus before being allowed on campus. At the bottom, there is an 'Employee Information' table with columns for Employee ID, First and Middle Name, Last Name, and Email.

UNIVERSITY OF CALIFORNIA
MERCED

UNIVERSITY OF CALIFORNIA
MERCED | HUMAN RESOURCES

EMAIL hr@ucmerced.edu
PHONE (209) 228-8247
WEB hr.ucmerced.edu

COVID-19 Vaccination Religious Accommodation

BEFORE YOU BEGIN

1. 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.
2. This form is for staff and academic appointees only. If you are a student or student employee, please submit under Student Request for Religious Accommodation here <https://doyourpart.ucmerced.edu/get-vaccinated>
3. Only **one request** is permitted. If an employee needs to cancel a submission, please contact Human Resources at benefits@ucmerced.edu.

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.

Employee Information

Employee ID	First and Middle Name	Last Name	Email
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4. The Employee Information and Active Appointments sections will be automatically filled. All other required and optional fields must be completed by you. The picture below indicates the required items.

Accommodation Request

Based on my sincerely held religious belief, practice, or observance, I am requesting a religious accommodation in connection with the University's SARS-CoV-2 (COVID-19) Vaccination Program mandate.

Please identify your sincerely held religious belief, practice, or observance that is the basis for your request for religious accommodation. *



Please briefly explain how your sincerely held religious belief, practice, or observance conflicts with the University's SARS-CoV-2 (COVID-19) Vaccination Program mandate. *



Please provide any additional information that may be helpful in processing your religious accommodation request.

Supporting Document(s)

[Upload Supporting Document](#)

Employee Signature and Date

While my request is pending, I understand that I must comply with the Non-Pharmaceutical Interventions (e.g., face coverings, regular asymptomatic testing) for unvaccinated or not fully vaccinated individuals as a condition of my Physical Presence at any University Location/Facility or Program. These required Non-Pharmaceutical Interventions are defined by my Location's public health, environmental health and safety, occupational health, or infection prevention authorities, including the Location Vaccine Authority. I also understand that I must comply with any additional Non-Pharmaceutical Interventions applicable to my circumstances or position, as required by my Location. If my request is granted, I understand that I will be required to comply with Non-Pharmaceutical Interventions specified by my Location as a condition of my Physical Presence at any University Location/Facility or Program. Current guidance can be found at [Do Your Part](#).

 I understand and agree to the above statement. *

 I verify the truth and accuracy of the statements in this request form, and am aware that if accepted, my Supervisor will be informed as to the Non-Pharmaceutical measures required of me. *

Type Your Full Name *

Completed On Date



[Submit](#)

5. Click "Submit" and you will receive an email confirming your request, as shown below.



Dear ,

Your request for 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. **While your accommodation request is pending and (if approved) after it is approved, as a condition of Physical Presence, you must observe local Non-pharmaceutical Interventions (NPI) required for unvaccinated individuals as described in UC Merced's COVID-19 Mitigation Measures Directive.**

Application Details

Employee Name:
Received Date: **7/16/2021**
Document ID: **1230132**

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>

- Once your request is approved or rejected, you will receive another email with an attachment, as shown below. Please keep this email and the attachment for your records.



Dear _____,

Your COVID-19 Vaccination Religious Accommodation Request has been **accepted**. A copy of a official letter is attached for your records. Please treat as confidential information and it should not be shared with others. **You will be receiving a separate email from Work Health Solutions with additional next steps to complete the process of declining the COVID-19 vaccine.**

Application Details

Employee Name:
Effective Date: **7/19/2021**
Document ID: **1230132**
Status: **Accepted**

As a reminder, since you have declined COVID-19 vaccination, you are required to comply with all of UC Merced's non-pharmaceutical mitigation measures for unvaccinated individuals, which can be referenced [here](#). Your supervisor has received an email notifying them of your required compliance with UC Merced's non-pharmaceutical mitigation measures, however, no details or confidential information has been shared.

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>

- As the email states, you must now follow up with the next steps in completing your declination of the COVID-19 vaccine, including responding to a separate email from “Work Health Solutions” and complying with UC Merced’s non-pharmaceutical mitigation measures for unvaccinated individuals, which can be found [here](#). To cancel your religious accommodation request, see the “[How To Cancel Your Religious Accommodation Request](#)” resource.
- When you receive the email from Work Health Solutions (screenshot below), it will guide you to login to the portal <https://webchartnow.com/mobilemed/webchart.cqi> to submit your official COVID-19 vaccine declination.

****This message is sent from an un-monitored mailbox, therefore please do not reply to this message****

Reminder to Review Notifications

TO: Jessica Duffy

You have activities available for you to take advantage of.

[Click here to visit the patient Portal to complete these activities.](#)

The following questionnaire(s) are due:

- UC Merced Declination of COVID-19 Vaccination - Due: 00-00-0000

If you have any additional questions regarding this notification, please contact Work Health Solutions.

We thank you for your cooperation.

(000) 000-0000

CONFIDENTIALITY NOTICE: This E-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution, or use of this E-mail or any attachment is prohibited. If you have received this E-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you.

9. Log in to the portal by clicking “UC Merced Login” and using UC Merced DUO Single-Sign-On.

work health*solutions

In an effort to retain the confidentiality of information, you have been automatically signed off. This occurs when there is no browser activity for an extended period of time.

welcome

Mobile-Med

UC Merced Login →

Standard Login →

For help logging in, please email us at support@mobile-med.com

UNIVERSITY OF CALIFORNIA SINGLE SIGN ON
MERCED

Sign On

UCMNETID:
[input field]

PASSWORD:
[input field]

Warn me before logging me into other sites

LOGIN CLEAR

Forget Password? click [here](#)

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Be wary of any program or web page that asks you for your UCMNetID and password. UC Merced Web Pages that ask you for your UCMNet ID and password will generally have URLs that begin with "https://www.ucmerced.edu". In addition, your browser should visually indicate that you are accessing a secure page.

10. Once logged in, check your notifications.

Navigation bar: [Menu] [Notifications: 5] [Help] [User Profile]

WELCOME TO THE WORK HEALTH SOLUTIONS PATIENT PORTAL — PLEASE SELECT FROM THE MENU BELOW.

work health*solutions

- Message Center >
- My Medical Information >
- My Appointments >
- COVID Immunization Record >



11. Click "begin" on the UC Merced Declination of COVID-19 Vaccination.

The screenshot shows the top navigation bar with a blue background on the left containing a menu icon, a notification bell icon with a red '2' badge, and a home icon. On the right, there is a user profile icon. Below the navigation bar, the text 'MESSAGE CENTER' is on the left and the 'work health solutions' logo is on the right. A blue header bar labeled 'QUESTIONNAIRES' with a dropdown arrow is positioned above a list of items. The first item, dated '07-22-2021', is titled 'UC Merced Declination of COVID-19 Vaccination is due' and has a 'begin' button to its right, which is highlighted by a red arrow. The second item, dated '07-20-2021', is titled 'COVID Immunization Record is in progress' and has 'cancel' and 'resume' buttons. Below this is a blue header bar labeled 'MESSAGES' and a table with columns for 'UNREAD', 'DATE', 'SENDER', and 'SUBJECT'. The table also includes links for 'UNREAD ONLY' and 'SHOW ALL'.

UNREAD	DATE	SENDER	SUBJECT	UNREAD ONLY SHOW ALL
	07-22-2021		UC Merced Declination of COVID-19 Vaccination is due	begin
	07-20-2021		COVID Immunization Record is in progress	cancel resume

(continue on next page)

12. Read the form and fill in the corresponding fields, and then click Submit.

Declination of COVID-19 Vaccination

The University of California recommends that all members of the community, except those who have had a severe allergic reaction to a previous dose of the COVID-19 vaccine or to any of its components, receive a vaccination to protect against COVID-19 disease. I am aware of the following facts:

- COVID-19 is a serious disease, and has killed over 500,000 people in the United States since February 2020, with over 60,000 in California alone.
- COVID-19 vaccine is recommended for me and other members of the community to protect our students, patients, faculty, and staff, and our families and communities, from COVID-19, its complications, and death
- If I contract COVID-19, I can shed the virus for several days even before any symptoms appear. During the time I shed the virus, I can transmit it to anyone I contact.
- If I become infected with SARS-CoV-2, the virus that causes COVID-19, even if my symptoms are mild or non-existent, I can spread the disease to others. Symptoms that are mild or non-existent in me can cause serious illness and death in others.
- Contracting COVID-19 could have life-threatening consequences for my health and the health of everyone with whom I have contact, including my coworkers or peers and the most vulnerable members of our community.

Despite these facts, I am voluntarily choosing to decline the COVID-19 vaccine. I understand that I can change my mind at any time and accept the COVID-19 vaccine. I understand that as long as I have not received the COVID-19 vaccine, I will be required to comply with UC Merced's Non-Pharmaceutical Mitigation Measures, such as wearing a face covering and weekly testing. For complete Non-Pharmaceutical Mitigation Measures requirements refer to <https://doyourpart.ucmerced.edu/latest-updates>. I acknowledge that these Non-Pharmaceutical Mitigation Measures are subject to change and that I am responsible for staying informed regarding any changes.

I have read the Vaccine Information Statement or Fact Sheet and the information on this declination form. I have had a chance to ask questions and all of my questions have been answered. *

Full name:

Date:

Department:

[Save for later](#)

You're done! Thank you