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.

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

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

Dear [Name],

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: [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

hr@ucmerced.edu
(209) 228-8247
With hr.ucmerced.edu
6. 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.

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.

7. 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.

8. To cancel your religious accommodation request, see the “How To Cancel Your Religious Accommodation Request” resource.