*Vaccination Policy Template.   
Please consult your company legal/human resources team before implementing a policy.*

**ABC Corporation’s**

**Vaccination Policy**

**PURPOSE**

**ABC Corporation** (ABC) has issued this policy to help protect its employees and their families, visitors, and the community at large from acquiring and spreading contagious respiratory illnesses/diseases, such as COVID-19.

In pursuit of this critical public health objective, ABC highly recommends that all ABC employees[[1]](#footnote-1) receive an annual influenza vaccination and once available to them, the vaccination against COVID-19.

Only those employees approved for medical or religious accommodations will be exempted from this mandatory requirement. ABC issues this policy consistent with the recommendations of the state Department of Health and the CDC’s Advisory Committee on Immunization Practices (ACIP).

**POLICY**

As a condition of employment and continued employment, ABC requires/highly recommends that all staff, including temporary employees, part-time, full-time and per diem employees, interns, students and volunteers receive a (i) seasonal influenza vaccination and (ii) COVID-19 vaccination(s) once authorized by the FDA and available.

**PROCEDURES**

**Where and When to Get the Vaccine(s)**

Proof of immunization, which must include a copy of documentation indicating the vaccine was received, should be submitted to Human Resources annually no later than the date communicated to employees by Human Resources.

Those seeking exemptions must apply for those exemptions by the application deadline set by Human Resources following the procedures described below.

ABC will assist employees by providing on-site access to immunizations and/or by identifying sites where employees may receive vaccinations. ABC will pay for the cost of approved off-site vaccinations.

Newly hired employees will be required to obtain required vaccine and to present proof of vaccinations within XX days of hire.

*or [will be given the vaccinations at their health screenings, if the vaccinations are available at that time.]*

Staff hired outside of the months when vaccinations are available will be notified of the policy and will be expected to comply with the vaccination requirements when available.

**Requests for Exemptions as Accommodation**

An employee may request an exemption for the following reasons only: (i) a qualifying medical condition that contraindicates the vaccinations, or (ii) a sincerely held religious belief or practices that prohibits vaccinations.

ABC will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the organization and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

Employees requesting an accommodation for medical or religious reasons must notify Human Resources by email of their request and must also submit a declination form, and an exemption request form and supporting documentation, if applicable, to Human Resources. Once Human Resources is aware of the need for an accommodation, they will engage in an interactive process to identify possible accommodations.

An employee may request an accommodation without fear of retaliation. If an employee believes that they have been treated in a manner not in accordance with this policy, please notify ABC immediately by speaking to the POSITION TITLE.

**Request for Medical Exemption**

An employee requesting a medical exemption must submit a completed *Declination Form* and *Medical Exemption Request Form* and documentation signed by the employee’s primary healthcare provider, describing the nature, duration and severity of their medical condition to the extent relevant to vaccination, and an explanation as to why this condition prevents the employee from receiving the required vaccinations. Supporting medical documentation must include information that supports the rationale for granting the exemption (e.g., results of an allergy test, etc.). If necessary, an employee may be asked to sign a Release of Information form to allow further discussion with the employee’s healthcare provider.

**Request for Religious Exemption**

An employee requesting a religious exemption request must submit a completed *Declination Form* and *Religious Exemption Request Form* and a statement describing the current religious belief or practice that prevents the employee from receiving vaccination. The employee’s statement should explain the religious belief, establish that it is a sincerely held religious belief, and explain in what ways receiving vaccination conflicts with the employee’s sincerely held religious belief, practice or observance. This may include, for example, a statement from a religious leader or spiritual advisor (e.g., minister, imam or other religious leader), or a statement published by the religious body describing the current religious belief or practice that prevents the employee from receiving vaccination. It also may include information from others who are aware of the employee’s religious belief, practice or observance.

**Requirements Upon Receiving Exemption**

If the exemption is granted, the employee must agree to follow all accommodation requirements. For example, an approved accommodation may require the employee to wear a mask at all times while in ABC facilities, and/or within six feet of others while working.

Employees will be required to renew their request for a medical accommodation annually. Approval in one year does not guarantee approval in subsequent years.

Employees granted an accommodation must submit a completed *Declination Form* each year.

**Consequences for Non-Compliance**

Employees without documentation of vaccination or approval of a timely submitted request for exemption and valid declination in accordance with annually issued vaccination deadlines will be considered noncompliant with ABC’s annual vaccination requirements.

Employees who fail to comply with the vaccination requirements by designated deadlines will be placed on an unpaid administrative leave of one week or less. If, at the end of the administrative leave, the employee has not met the vaccination requirement, the employee will be terminated.

If an employee who has a documented accommodation does not maintain compliance with the accommodation, e.g., wearing a mask as required, the worker may be precluded from working and may be subject to disciplinary action up to and including termination.

1. This policy uses the terms “employee” to mean all ABC staff whether paid or unpaid, employees, volunteers, students or interns, per diem, part-time or full-time, and includes those with or without direct patient contact. [↑](#footnote-ref-1)