



Request for Religious Exemption | Accommodation Related to COVID-19 Vaccine

HILLTOP COMMUNITY RESOURCES (“Hilltop”) is committed to providing equal employment opportunities without regard to any protected status and a work environment that is free of unlawful harassment, discrimination, and retaliation.

As such, Hilltop is committed to complying with all laws protecting employees’ religious beliefs and practices. When requested, Hilltop will provide an exemption/reasonable accommodation for employees’ religious beliefs and practices which prohibit the employee from receiving a COVID-19 vaccine, provided the requested accommodation is reasonable and does not create an undue hardship for the Company or pose a direct threat to the health and/or safety of others in the workplace and/or to the requesting employee.

To request an Exemption/Accommodation related to Hilltop’s COVID-19 vaccination policy, please follow these steps:

Step 1: Complete **Part 1** of this form yourself (on page 2)

Step 2: Return entire form with **Part 1** completed to your People Ops Business Partner or People Ops Director.

This information will be used by People Operations or other appropriate personnel to engage in an interactive process to determine whether an employee is eligible for such exemption/accommodation.

If an employee refuses to provide such information, the employee’s refusal may impact Hilltop’s ability to adequately understand the employee’s request or to effectively engage in the interactive process to identify possible accommodations.

Part 1: To Be Completed by Employee

Employee First & Last Name:	
Hilltop Program:	
Employee Job Title:	
Date of Request:	

Please explain below why you are requesting an Exemption/Accommodation:

Verification and Accuracy

I verify that the information I am submitting in support of my request for an accommodation is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in disciplinary action.

I also understand that my request for an accommodation may not be granted if it is not reasonable, if it poses a direct threat to the health and/or safety of others in the workplace and/or to me, or if it creates an undue hardship on Hilltop.

Signature

Date

Part 2: To Be Completed by Hilltop People Operations

Name of PeopleOps Representative:	
Date of Interactive Discussion(s) if applicable:	
Exemption Accommodation Granted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Explain Exemption Accommodation Decision	

PeopleOps Representative Signature

Date