## Vaccinations – Request for Medical Deadline Extension or Reasonable Accommodation due to a Disability

On September 9, 2021 President Biden issued [Executive Order 14043](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/09/09/executive-order-on-requiring-coronavirus-disease-2019-vaccination-for-federal-employees/) mandating federal employees be fully vaccinated against COVID-19, except in limited circumstances where an employee is legally entitled to a reasonable accommodation, by **Monday,** **November 22, 2021**.

## Medical Deadline Extension or Disability Exception Request

As shared by the [Department](https://doimspp.sharepoint.com/sites/OneINTERIOR/SitePages/Reasonable-Accommodation-Related-to-the-Vaccine-Mandate.aspx) earlier today, employees can use [DI-6509, DOI Employee Intake Form](https://doimspp.sharepoint.com/sites/OneINTERIOR/Shared%20Documents/Forms/AllItems.aspx?id=/sites/OneINTERIOR/Shared%20Documents/Human%20Capital/DI-6509-DOI-Employee-Intake-Form-Medical-Extensions-and-RA-Disability.pdf&parent=/sites/OneINTERIOR/Shared%20Documents/Human%20Capital) (Medical Deadline Extensions or Reasonable Accommodations for Disability), to request either a:

* **Medical Deadline Extension –** whenan employee does not seek an exception from the requirement to become fully vaccinated against COVID-19 but needs an extension because a medical reason prevents the employee from safely or effectively meeting the November 22, 2021 deadline.
* **Reasonable Accommodation –** whena qualified employee with a disability requests a reasonable accommodation.

Employees may complete form DI-6509 and submit it to their supervisor.

## Reminder - Religious Exception Requests

As shared in an [all employee email](https://content.govdelivery.com/accounts/USDOIIBC/bulletins/2f71888) on October 18, 2021, employees seeking a religious exception request (a reasonable accommodation due to a conflict with a sincerely held religious belief, observance, or practice) may complete the [DI-6508](https://doimspp.sharepoint.com/:b:/r/sites/OneINTERIOR/Shared%20Documents/Human%20Capital/DI-6508-Intake-Form-RA-Religious-Belief-508-v3.pdf?csf=1&web=1&e=pVDotI), “DOI Employee Intake Form (Request for Reasonable Accommodation Related to Executive Order No. 14043 for Sincerely Held Religious Beliefs, Observances, or Practices)” and submit it to your supervisor.

## Notes:

* Employees seeking accommodation should submit requests no later than October 22, 2021. This will allow time for IBC to fully understand the effect of accommodation requests on our operations and ensure timely review of these requests. IBC will still review requests submitted after this date.
* IBC will coordinate the review of all requests with the employee [servicing HR (Employee and Labor Relations) specialist](https://ibc.doi.gov/HRD/hr-services-contacts) and the Department’s Employment and Labor Law Unit in the Office of the Solicitor.
* While use of the form above for religious exceptions and the forthcoming form for disability (medical) requests are optional, we encourage employees to use them to ensure that your request contains the relevant information needed to assess whether a reasonable accommodation can be provided. Using the forms will reduce the likelihood of having to provide subsequent information.
* If you have already submitted a request, you are encouraged to work with your supervisor and your [servicing HR (Employee and Labor Relations) specialist](https://ibc.doi.gov/HRD/hr-services-contacts) to ensure your request contains all information required for full consideration.
* While requests are being evaluated, employees will generally remain in a duty status.
* Regardless of the November 22, 2021 vaccine mandate deadline, IBC will provide employees who have their vaccine-related accommodation requests denied sufficient time to obtain the required vaccination.

# Questions?

If you have any questions or concerns, please contact your [Servicing HR (Employee and Labor Relations) Specialist](https://ibc.doi.gov/HRD/hr-services-contacts).

**Additional Resources**

* [Executive Order 14043](https://www.federalregister.gov/documents/2021/09/14/2021-19927/requiring-coronavirus-disease-2019-vaccination-for-federal-employees)
* [SaferFederalWorkforce.gov](https://www.saferfederalworkforce.gov/)
* [OneINTERIOR - Our Response to COVID-19](https://doimspp.sharepoint.com/sites/OneINTERIOR/SitePages/COVID-19.aspx)