## Vaccinations – Updated Guidance on Accommodation Requests

## Executive Order 14043 requires Coronavirus Disease 2019 vaccination for federal employees except in limited circumstances.

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, except in limited circumstances where an employee is legally entitled to a reasonable accommodation, by Monday, November 22, 2021. In particular, the IBC may be required to provide an accommodation to employees who are not vaccinated against COVID-19 because of a disability or because of a sincerely held religious belief, practice, or observance. The following information provides current guidance on Accommodation Requests.

## Religious Exception Request

Employees seeking 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/sites/OneINTERIOR/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FOneINTERIOR%2FShared%20Documents%2FHuman%20Capital%2FDI%2D6508%2DIntake%2DForm%2DRA%2DReligious%2DBelief%2D508%2Dv3%2Epdf&parent=%2Fsites%2FOneINTERIOR%2FShared%20Documents%2FHuman%20Capital), “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.

## Disability (Medical) Request

A similar form is in development regarding requests for reasonable accommodation due to a disability and will be shared in the coming days. IBC Employee and Labor Relations staff will handle the request consistent with procedures outlined in [Personnel Bulletin 14-01](https://www.doi.gov/sites/doi.gov/files/uploads/personnel_bulletin_14-01_reasonable_accommodations_for_individuals_with_disabilites.pdf), DOI’s Policy and Procedures on Reasonable Accommodation for Individuals with Disabilities.

## 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.

# Key Dates Reminder

Here are key dates to ensure covered federal employees are fully vaccinated by Monday, November 22, 2021:

* **October 11:** First dose deadline (if employees were getting the Moderna COVID-19 vaccine)
* **October 18:** First dose deadline (if employees are getting the Pfizer-BioNTech COVID-19 vaccine)
* **November 8:** Second dose deadline (for Moderna and Pfizer-BioNTech)
* **November 8:** First (only) dose deadline (if employees are getting the Johnson and Johnson (J&J)/Janssen COVID-19 vaccine)
* **November 22:** Covered federal employees must be fully vaccinated

# 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)