**Date** Click or tap to enter a date.

**Full Name** Click or tap here to enter text.

**SPS Workday ID (W#)** Click or tap here to enter text.

**Agency** Click or tap here to enter text.

The State of Maryland (Employer) offers a one-time vaccination incentive of $100.00 to employees who choose to be fully vaccinated against the COVID-19 virus. This incentive will be available through June 30, 2022. An employee whose religious beliefs or practices (religious reasons) prohibit the employee from receiving the COVID-19 vaccine may request an exemption for religious reasons. If approved, the employee will be eligible to receive the incentive, but the exemption will not excuse an unvaccinated employee from being required to submit to COVID-19 testing more frequently or wearing PPE.

**Part 1 – To Be Completed by Employee**

Please explain below why you are requesting an exemption for religious reasons:

Click or tap here to enter text.

If additional information and/or documentation to support your request for an exemption for religious reasons is necessary, can you provide it?  Yes  No

If no, please explain why: Click or tap here to enter text.

**Employee Certification for Religious Exemption**

**I verify that the information submitted is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation contained in this request may result in the denial of my request and may result in disciplinary action, up to and including termination from State service.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Part 2 – To be completed by Human Resources**

**Date Received by HR Office** Click or tap to enter a date.

Exemption granted? ?  Yes  No

If no, please explain: Click or tap here to enter text.

Signature of Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_