Employee Exception/Deferral Process

Employee completes Qualtrix request for exemption or deferral: key contact info, follows non-pharmaceutical interventions (NPI: masking, regular asymptomatic testing, etc.).

Third-party administrator (TPA) sends employee appropriate form.

Employee provides request with documentation.

TPA issues approval or non-approval.

TPA approved exemption or deferral: Employee follows NPI.

Medical and deferral reviewed by Center for Occupational & Environmental Medicine – final decision: Approved follows NPI, denied 8 weeks to vaccinate or move to disciplinary process.

Disability – HR – final decision: Approved follows NPI, denied 8 weeks to vaccinate or move to disciplinary process.

Religious exemption request – multidisciplinary campus committee: Approved follows NPI, denied 8 weeks to vaccinate or move to disciplinary process.

Non-approval by TPA

Some medical and disability exceptions are temporary and require vaccination 8 weeks after exception ends.