



COVID-19 Mandatory Vaccine Reporting Requirements

Appeal for Denial of Requested Exemption Form

To appeal the denial of a requested exemption from the city's COVID-19 Mandatory Vaccine Reporting Requirement, please complete the information below and submit to the Department of Human Resources Vaccine Documentation Portal within five (5) business days (Monday – Friday) of receipt of the decision denying the requested exemption. Appeals of the Exemption, Reasonable Accommodation, and Interactive Process for COVID-19 Mandatory Vaccine Reporting are reviewed by the Director of Human Resources, in consultation with the city's panel physician, if necessary.

Note: Filing an appeal does not extend the deadline for an employee to comply with the COVID-19 Mandatory Vaccine Reporting Requirements Policy.

Employee Information

Employee's Name:

Employee ID Number:

Department:

Phone number:

Email address:

Reason for Appeal

Please explain the reason for the appeal (please be as specific as possible). Please upload any relevant documentation in support of your appeal.

Questions about the appeals process may be directed to the Department of Human Resources COVID Care Team at HRCOVID19@nnva.gov.