

Dear Colleagues,

As announced by President Roellke, full-time faculty and staff employed by Stetson University are required to be fully vaccinated against COVID-19 for the 2021-22 academic year, subject to certain medical and religious exceptions. Employees must receive and report their final dose (second dose of a two-dose vaccine or one dose of a single-dose vaccine) by September 30, 2021 using this [on-line form](#). Employees who are not comfortable uploading the vaccination card should contact Betty Whiteman in DeLand or Pam Skoularakos at the College of Law. Employees can obtain the vaccine at an on-campus vaccination clinic (please check the [Safer Stetson website](#) for clinic information) or through an outside vendor. Vaccines received at an on-campus event, will be automatically reported. Employees who chose to get the vaccine off-campus during work hours can receive up to four hours of paid release time.

Part-time employees, including adjunct faculty members, as well as volunteers, are required to be fully vaccinated by the start of the Spring 2022 semester.

The COVID-19 vaccine is a condition of employment. It is also the best way that we protect our community and minimize the impact on our students. Stetson expects all employees to comply with University policy and will follow our normal processes for non-compliance.

Request for Vaccine Exemption

To assist any employee who has either: a) an underlying medication condition or disability that contraindicates administration of the COVID-19 vaccine; b) a pregnancy or pregnancy-related medical condition; or c) an objection based upon a sincerely held religious belief, practice, or observance, Stetson will provide exemption from the vaccination requirement and engage in an interactive process to determine if a reasonable accommodation can be provided as long as it does not create an undue hardship for the university and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. At a minimum, employees granted an exception will be required to take regular COVID-19 tests and adhere to other preventative protocol.

To request an exemption from the vaccination requirement for one of the above reasons, employees are required to submit a completed [Vaccine Exemption Request Form](#) with supporting documentation:

Medical exemption: a signed letter on office letterhead from the licensed treating medical provider stating that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Pregnancy deferral: a signed letter on office letterhead from the licensed treating medical provider confirming the pregnancy due date and/or documentation of pregnancy-related condition. Please note, employee will be required to be fully vaccinated in order to return to work following delivery.

Religious exemption: a signed letter on official letterhead associated with the body of worship from the religious leader describing the sincerely held religious beliefs which are contrary to the practice of immunization or use of vaccines.

All requests for a vaccine exemption, including all required documentation, must be received in Human Resources by Thursday, September 23, 2021.

We are committed to ensuring a safe and healthy environment for all of our community. Thank you for your extraordinary work in providing our students with an unparalleled Stetson experience and for your compliance with these important health protocols.