



## COVID-19 Vaccination Policy – Exceptional Circumstances Form

Employee Details			
Name		Employee Number	
Role		Unit	
Division/District		Contact Phone No.	
Email			
Form Information			
<p>All employees are required to comply with reasonable directions to be vaccinated, based on risk assessments, under this Policy.</p> <p>In rare situations an employee may contend that there are exceptional circumstances, other than a medical contraindication, that justify non-compliance.</p> <p>Note: Personal reluctance to undertake vaccination or a general objection or opposition to vaccination will not be considered an exceptional circumstance.</p> <p>Where an employee seeks to establish that exceptional circumstances justify non-compliance, they must, prior to the compliance date, provide evidence and reasons on the Exceptional Circumstances form.</p> <p>Once the compliance date for the requirement to be vaccinated has been reached the employee will be instructed to take leave immediately pending any decisions. This form must be:</p> <ul style="list-style-type: none"><li>• completed with as much information as possible and submitted to your Manager/Supervisor or your one up Manager/Supervisor.</li><li>• following this, your submission will be reviewed by a panel led by the People Branch</li></ul> <p>Refer to the <a href="#">DCJ COVID-19 Vaccination Policy</a> for more information.</p>			
Please provide the specific details of your exceptional circumstance			
<p>In this section you must include any details that you think are relevant for panel consideration. If you have supporting evidence for your exceptional circumstance, this should be attached to this form.</p>			
What outcome/s do you seek? – Outcomes must be realistic and achievable			
Acknowledgment and signature			
<p>By signing this document you:</p> <ul style="list-style-type: none"><li>• confirm the details you have provided are true and correct, and</li><li>• agree to participate in reasonable strategies to address exceptional circumstances</li><li>• seek a realistic outcome</li></ul> <p><b>Note:</b> If an exceptional circumstance is not accepted, the employee will need to demonstrate compliance with the policy comply within a reasonable timeframe agreed between the employee and their Manager/ Supervisor. This could include the employee being required to take leave.</p>			
Signature		Date	
Print name			