# Reasonable Accommodation Request Form

|  |  |  |
| --- | --- | --- |
| Employee Name (Last, First, & Middle) | Employee ID Number | Date |
|  |  |  |
| Title | Supervisor | Department |
|  |  |  |

## Accommodation Details

What specific accommodation are you requesting?

|  |
| --- |
|  |
|  |
|  |

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? ................................................................................................................................................... Yes  No

If yes, please explain.

|  |
| --- |
|  |
|  |

Is your accommodation request time sensitive? ...................................................................................... Yes  No

If yes, please explain.

|  |
| --- |
|  |
|  |
|  |

Are you denying an offer of reasonable accommodation? ....................................................................... Yes  No

## Reason for the Request

What, if any, job function are you having difficulty performing?

|  |
| --- |
|  |
|  |
|  |

What, if any, employment benefit are you having difficulty accessing?

|  |
| --- |
|  |
|  |
|  |

What limitation is interfering with your ability to perform your job or access an employment benefit?

|  |
| --- |
|  |
|  |
|  |

Have you had any accommodations in the past for this same limitation? ............................................... Yes  No

If yes, what were they and how effective were they?

|  |
| --- |
|  |
|  |
|  |

If you are requesting a specific accommodation, how will that accommodation assist you?

|  |
| --- |
|  |
|  |
|  |

## Other

Please provide any additional information that might be useful in processing your request:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

### Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Disclaimer:** This document is intended for informational purposes only, and does not constitute legal information or advice. This information and all HR Support Center materials are provided in consultation with federal and state statutes and do not encompass other regulations that may exist, such as local ordinances. Transmission of documents or information through the HR Support Center does not create an attorney-client relationship. If you are seeking legal advice, you are encouraged to consult an attorney.