

Employee Request for Work Accommodation

Overview

Employees who wish to request a work accommodation must notify Human Resource Services (HRS). At that time, HRS will provide the employee with the *Fitness for Duty* and *Employee Request for Work Accommodation* forms. The *Fitness for Duty* form must be completed by the treating medical profession. Both forms must be completed and return to HRS to have the accommodation request reviewed. An HRS representative may contact the employee to clarify or request further information to assist in the determination. If the accommodation is deemed to be reasonable based on the medical information, HRS will notify the supervisor, or in the case of a faculty member the dean of the college, of the requested accommodations. If the request is deemed not appropriate, HRS will contact the employee to discuss.

Purpose:

The purpose of this documentation is to assist Human Resource Services (HRS) in determining, along with the completed *Fitness for Duty* form, what accommodations are requested and if they are reasonable and prudent based on the job duties.

Instructions:

Provide the following information. Specifically and clearly state what kind of accommodation you are requesting to mitigate your situation so you can perform your job duties. Incomplete or vague information may delay the request.

Employee Name _____
PRINTED Date of Request _____

Employee Type: Classified/Professional Administrative Staff Faculty Other Department: _____

Supervisor's Name: _____ If faculty member, Dean's Name: _____

I am requesting the following accommodations to allow me to perform the essential duties of my position:

Employee Signature: _____ Bear Number _____

To be completed by Human Resource Services

Date *Fitness for Duty* and *Accommodation Request* received: _____

Accommodation was deemed reasonable: Yes No If no, what action was taken _____

Date supervisor or dean contacted: _____ HR Representative: _____