

Employee Disability Accommodation Request Form

You should use this **Employee Disability Accommodation Request Form** when you seek a workplace accommodation due to a documented disability. To make a request for accommodation, you must:

- Notify the Office of Human Resources (HR) of your request for a workplace accommodation;
- Complete this form and return it to HR (note that we may, in appropriate cases, act on your oral request for accommodations prior to receiving documentation, but we request that you complete this form for documentation purposes);
- If requested by HR, complete Section 1 of the Documentation of Disability Form (separate form) and have your physician or health care provider complete Section 2 of the form. Your physician/health care provider will submit the form directly to HR.

HR, together with you and your supervisor, will consider what reasonable accommodations are possible under the circumstances.

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Section 1: Contact Information

Employee Name: _____

Job Title: _____ Division: _____

Department: _____ Supervisor: _____

Work Schedule (days/hours; full-time; part-time): _____

Work location: _____

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Section 2: Accommodation Request

What condition is interfering with your ability to perform your job or access an employment benefit? What is the expected duration of the condition? Please note that it is not necessary to indicate a specific medical diagnosis (attach additional pages if necessary).

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

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

Have you had any accommodations in the past for this same condition at Goucher or elsewhere? Yes No

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

If you are requesting a specific accommodation, please list the accommodation and indicate how the accommodation will assist you in performing your job.

Provide any additional information that might be useful in processing your accommodation request.

Signature: _____ Date: _____

Return this form to the Office of Human Resources.