

# Request for Job Accommodation

**To be completed by Employee (or Applicant):**

Name: \_\_\_\_\_

Position/Department: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Supervisor/Manager Name: \_\_\_\_\_

## **Accommodation Identification**

Please indicate any specific accommodations you are requesting:

If you are not sure what accommodation is needed, please provide any suggestions on possible options:

## **Reasons for Accommodation**

List job functions you are having difficulty performing:

List employment benefits you are having difficulty accessing:

Indicate the limitation interfering with your ability to perform your job or access an employment benefit:

If this limitation has been accommodated in the past, please indicate the accommodation and its effectiveness:

If you are requesting a specific accommodation, please indicate how it will assist you:

Please indicate expected duration of accommodation: \_\_\_\_\_

Please provide any additional information that will help in processing your request:

If approved, is the identified accommodation acceptable?  Yes  No

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

Human Resources Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by Immediate Supervisor (and additional managers if applicable):**  
*Managers/Supervisors: Complete your portion of the form and forward it to Human Resources.*

Accommodation Approved. (Please provide additional information, if appropriate.)

Accommodation Denied. (Please indicate reason for denial.)

Alternate Accommodations (list in order of preference):

Discussed with Employee on: \_\_\_\_\_ (date)

The accommodation agreed upon:

If no agreement on accommodation, explain:

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

Human Resources Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Additional Review (if applicable):***

Reviewed and Agreed (Manager of Immediate Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed and Agreed (Human Resources Director): \_\_\_\_\_ Date: \_\_\_\_\_

(with appreciation to the Manufacturer & Business Association)