



Both forms must be completed and return to HR to have the accommodation request reviewed. An HR 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, HR 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, HR will contact the employee to discuss.

PURPOSE

The purpose of this documentation is to assist Human Resource V(HR) in determining, along with the completed O H G L F D O & How to Fill Out Form 100, what accommodations are requested and if they are reasonable and prudent based-on the job duties

Provide the following information. Specifically and clearly state what kind of accommodation is requested.

Employee Name (print) \_\_\_\_\_ 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

Date of Accommodation Request received \_\_\_\_\_  
Accommodation was deemed reasonable  Yes  No

Date supervisor or dean contacted: \_\_\_\_\_ HR Representative \_\_\_\_\_