



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 O H G L F D O & How to Fill Out Form 100 Request received _____
Accommodation was deemed reasonable ' <HV ' 1 R , I Q R Z K D W D F W L R Q Z D V

Date supervisor or dean contacted: _____ HR Representative _____