



Human Resource Management
Cleveland Hall 403
1300 Elmwood Avenue
Buffalo, NY 14222-1095
Telephone: (716) 878-4822
Fax: (716) 878-3068

Employee Request for Reasonable Accommodation

Employee: _____
Budget Title: _____
Department: _____
Campus Address: _____ Work Telephone: _____
Supervisor's Name: _____

I am requesting the following reasonable accommodation(s):

It is necessary for me to have the requested accommodation(s) to perform the following essential job functions of my position:

I provided a copy of this form to my supervisor on _____ (date).

Employee Signature _____
Date

Instructions / Procedures:

1. The employee requesting an accommodation completes and forwards this form to Human Resource Management and provides a copy of the form to his/her supervisor or department head. The employee must be specific about what he/she is requesting and identify what specific essential job functions this accommodation will support.
2. The employee must also provide Human Resource Management with appropriate medical information, certified by the employee's health care provider.
 - The medical information should include a brief statement of the specific life functions and activities and the precise job limitations imposed by the disability, and what is needed as an accommodation that will allow the employee to perform the essential job functions.
 - Request your health care provider to provide the medical information in a confidential envelope to Human Resource Management within thirty (30) days of your request.
 - All documentation pertaining to the request is kept confidential and will be maintained separate from personnel records by Human Resource Management.
3. Once Human Resource Management receives and reviews the medical information, we will contact the supervisor to discuss the requested accommodation. The appropriateness of an accommodation is determined through a flexible, interactive process. Early consultation is essential whenever questions of compliance and/or funding for an accommodation are involved.
4. After the review is completed and a decision is made, the employee will receive written notification from Human Resource Management.
5. If the reasonable accommodation provided is no longer needed, the employee must contact Human Resource Management.