

**EMPLOYEE ACCOMMODATION REQUEST FORM**  
**Request for Reasonable Accommodation**

**Instructions for Section I**

The Employee Relations and Compliance office in Human Resources is responsible for monitoring and addressing compliance with the [Americans with Disabilities Act](#) as well as [Section 503 of the Rehabilitation Act of 1973](#). Please fully answer each item in Section I, then provide the form along with a copy of your job description, to your healthcare provider to complete Section II. Forward completed forms and attachments to Employee Relations & Compliance, Human Resources, 1980 Arthur Street, Louisville, Kentucky 40208-2770 or to [employeerelations@louisville.edu](mailto:employeerelations@louisville.edu).

**Section I: for Completion by Employee**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Department: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

**Describe your current job duties requiring an accommodation because of a disability:**

**Describe the functional limitations caused by your disability for which you are requesting an accommodation. Use additional pages, if necessary. (Attach any additional medical documentation):**

**Describe any accommodation(s) you believe would minimize or eliminate the functional limitations listed above. Include any available information relating to source, name of device, etc. Use additional pages, if necessary:**

## **AUTHORIZATION**

I have voluntarily completed this Employee Accommodation Request Form and all information provided is true and accurate to the best of my knowledge or belief. I give UofL permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act. This may include speaking to appropriate University personnel and/or my health care professional, and acknowledge that such communication is job-related and consistent with business necessity. I understand that all information obtained during this process will be maintained and used in accordance with ADA confidentiality requirements. I further understand that I may be required to provide appropriate documentation of my disability, including the impact of the functional limitations on my ability to perform the essential functions of my job.

Print Name of Employee: \_\_\_\_\_

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

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### **Instructions for Section II**

Once you have completed section I, please submit section II to your healthcare provider for completion, along with section I and your job description. Once your healthcare provider has completed section II, please submit both sections to the Human Resources address above.

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### **Section II: for Completion by Healthcare Provider**

**Instructions for Section II:** Please fully answer all applicable parts, based on your medical knowledge, experience, and examination of the patient. The employee should provide you with a copy of their job description. Please refer to the following sections of the job description when completing this form: job duties, physical effort, and essential functions. Please attach additional pages if more space is needed.

Healthcare Provider's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Employee (Patient) Name: \_\_\_\_\_

**Does this employee have a physical or mental impairment?**

Yes

No

**If yes, state the type of impairment:** \_\_\_\_\_

**List the major life activities limited by the impairment and describe any limitations (i.e. number of pounds that can be lifted, walking distance, alternate sitting/standing, etc.):**

**What is the duration or expected duration of the employee's impairment?**

**Can the employee perform all job duties listed in the job description?**

Yes

No

**If no, state which job functions cannot be performed and why:**

**Describe any reasonable accommodations that would allow the employee to perform the job functions listed above (if medical leave is one of the possible accommodations, please provide an estimated duration for the leave):**

**Would performing any job function listed in the job description result in a direct safety or health threat to the employee or other people (coworkers, the general public, etc.)?**

Yes

No

**If yes, state which job functions would pose a threat, what that threat could be, and any reasonable accommodation that would eliminate or reduce the threat to an acceptable level:**

Signature of Healthcare Provider: \_\_\_\_\_ Date: \_\_\_\_\_

For University Use Only: Date Form Received: \_\_\_\_\_ Signature: \_\_\_\_\_