

Employee Accommodation Request Form Template

All questions are optional. Follow each question's directions.

Write your answers to the open questions in the space provided.

Describe the work change you want to discuss. Every question is optional. Leave out diagnoses, medical documents and other people's private information. This example does not submit a request to an employer. For an actual request, use your organization's stated contact route.

1. What work task or situation would you like to discuss?

2. What makes that task or situation difficult in the current setup?

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3. Which area best describes the change you would like to explore?

- ☐ Workspace or equipment
- ☐ Work schedule
- ☐ Communication or instructions
- ☐ How a task is organized
- ☐ Access to a work activity
- ☐ More than one area
- ☐ I need help identifying an adjustment
- ☐ Another area
- ☐ Prefer not to answer

4. What adjustment, if any, would you like the reviewer to consider?

5. When would you like to discuss this request?

- ☐ As soon as the review team can contact me
- ☐ Within the next week
- ☐ Within the next month
- ☐ Before a planned work change
- ☐ Timing is flexible
- ☐ Prefer not to answer

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6. What would make the follow-up conversation easier for you?

7. What name and contact route may the designated reviewer use to follow up?
