

REQUEST FOR ACCOMMODATION OF DISABILITY
Virginia Wesleyan College

It is the responsibility of the employee with the physical or mental disability who may require some type of accommodation to make the accommodation request to the Human Resources Department. The employee may be asked to provide additional documentation, specifically naming the functional limitations of the disability, to help HR and the College understand how the disability affects the employee with regard to performing the essential functions of his/her position. The employee, the Director of Human Resources, and perhaps the employee's supervisor may then discuss together the most effective way to meet the employee's request, and if that request can be accommodated.

Employee Name: _____ **Date:** _____

Position: _____

Describe your disability: _____

What accommodation(s) are you requesting? _____

I give my permission to the Director of Human Resources or designee to discuss my disability with the necessary professionals, including my supervisor and/or department head, to help ensure my needed accommodations are met.

Requesting Employee Signature: _____

Date: _____

Received in Human Resources By: _____

Date: _____