ACCOMMODATION

Employee Request (RE) Form

Revised: 10/20 î ï

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Wichita State University is an Americans with Disabilities Act (ADA)/ADA Amendment Act (ADAAA)/Equal Employment Opportunity (EEO) Employer. The University will provide a reasonable accommodation for the known limitations of a qualified applicant or employee with a disability, unless no accommodation exists that would eliminate a direct threat the limitation poses to the health or safety of the person or other persons. The employee must initiate this request for an accommodation through an interactive process following the below steps. The information will be treated confidentially and maintained separately from personnel files in accordance with all federal ADA requirements.

What, if any, job function are you having difficulty performing?

What, if anything, are you having difficulty accessing as a result of your disability?

What workplace barrier or limitation is interfering with your ability to perform your job or allowing you access?

Do you have any suggestions about accommodations we can consider or explore?

Have you had any accommodations in the past for this same limitation?

Yes No

If yes, provide details