Jefferson County

Human Resources Department/Equity & Inclusion Division



Request for Reasonable Accommodation Form

Section A: To be completed by the employee and forwarded to his/her supervisor or department head. (Please use and attach additional paper if needed.) I am requesting the following accommodation: It is necessary for me to have this accommodation because of the following limitations: This accommodation will allow me to perform the essential functions of my job by:

Section B. To be completed by the supervisor or department head. One copy should be forwarded to the individual requesting the accommodation and one copy to the Human Resources Department/Equity & Inclusion Division.

_____ The Department will provide the requested reasonable accommodation without additional documentation or assistance.

_____ This request for a reasonable accommodation is being forwarded to the Human Resources Department/Equity & Inclusion Division because:

The Department recommends denial of the request based on:

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