

Workplace Accommodation Request Form

For AUPE 1.TT1.three (3) sections:

- Part A to be completed by the AUPE or MaPS Employee
- Part B to be completed by Staff Wellnesstherapy that provide clarification on the restrictions or limitations; and
- Part C to be completed by the Senior Leadership Team (SLT) Member.

Workplace Accommodation Request Form

For AUPE or MaPS Employee

Part A (AUPE or MaPS Employee Section)
Please submit completed form to your Manager, Staff Wellness [SR Services](#)



Workplace Accommodation Request Form

For AUPE dMaPS Employee

If you require assistance completing this form, please contact the representative assigned to your faculty or department

PART C Internal Accommodation Efforts (To be completed by SLT Member)

SLT Member Contact Information

Last Name	
First Name	
Position/Title	
Faculty/Department	
Phone	
Email	

Accommodation Applicant Identification

Name	
UCID	

How essential are the job duties or requirements, which the Employee is unable to perform from the position (i.e. consider whether they are Bona Fide Occupational Requirements)

Details of Internal Accommodation Efforts

Accommodation Type	Details of the Accommodation	Duration/Date	Review/Outcome	Sign-Off
Within Home Position (i.e. modified duties, hours etc.)				Manager Sign-Off



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For AUPE dMaPS Employee

Accommodation Type	Details of the Accommodation	Duration/Date	Review/Outcome	Sign Off
Withinsame unit,work group or area (i.e. bundling tasks with another position; placing into a vacancy)				Director Sign-Off
Withinhome facultyor department				SLT Sign Off

If an Accommodation is not possible within the home faculty, a request may be made to freeze vacant positions across the university for which the applicant may be qualified.

Request for Cross Faculty/Department Accommodation			
Please only sign below when all Accommodation efforts within the home faculty department have been exhausted			
SLT Signature		Date	

Please submit completed form to [HR Services](#)

For HR Use Only
Please document Cross Faculty/Department Accommodation Efforts