

Sample Grant or Denial of Reasonable Accommodation Request Form (Employment)

To be completed by: _____

Date: _____

Name of Individual requesting reasonable accommodation:

Specific Accommodation Requested: _____

Decision:

- Reasonable Accommodation Granted as Requested
- Alternative Accommodation Granted

Describe Alternative Accommodation Granted: _____

Request for reasonable accommodation denied because (you may check more than one box):

- Employee's Request Determined Not to be Related to a Disability
- Accommodation Would Not Meet Requested Need
- Accommodation Would Cause Undue Hardship
- Documentation of Need for the Accommodation Inadequate

Accommodation Would Require Removal of an Essential Requisite of the Job

Accommodation Would Pose Direct Threat

Other (Please specify): _____

If the individual proposed one type of reasonable accommodation, which is being denied, and rejected an offer of a different type of reasonable accommodation, explain both the reasons for denial of the requested accommodation and reason why chosen accommodation would be effective.

Deciding Official: _____

Name (print): _____

Telephone: _____

Email: _____

Signature: _____

Date Granted or Denied: _____

This serves as documentation of the conclusion of the cooperative dialogue.