

**MANSFIELD UNIVERSITY**  
**EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION**

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_

This information will be used by Mansfield University Human Resources employees or any other person, including the Mansfield University's legal counsel, who is authorized by Mansfield University to handle medical information for ADA/MHRA purposes and, any information concerning my physical or mental condition, that are necessary to determine whether I have a disability as defined by the Americans with Disabilities Act and to determine whether any reasonable accommodations can be made. The provision of this information is voluntary, however if you refuse to provide it, Mansfield University may refuse to provide reasonable accommodation.

1. Please describe the nature of your limitations, what life activity(s) it substantially limits, and how this life activity(s) is substantially limited.
  
2. What, if any, job functions are you having difficulty performing?
  
3. Are you having difficulty accessing any employee perquisites (i.e. Fitness Center, swimming pool, Employee Lounge, etc.)?
  
4. Type of accommodation you are requesting:  

|  |  |
|--|--|
| _____ Making facilities readily accessible       | _____ Modification of equipment or devices |
| _____ Job restructuring                          | _____ Qualified reader or interpreter      |
| _____ Part time or modified work schedule        | _____ Acquisition of equipment or devices  |
| _____ Modification to a rule, policy or practice | _____ Other (specify):                     |

Please describe in detail the accommodation you are requesting:

5. Have you had any accommodations in the past for this same limitation? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what were they and how effective were they?

6. How will the requested accommodation be effective in allowing you to perform the essential functions of your job?

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Received in Human Resources \_\_\_\_\_ by \_\_\_\_\_  
Date \_\_\_\_\_