



Reasonable Accommodation Request Form

In keeping with local, state and federal laws, Hampshire College provides reasonable accommodations to qualified employees with disabilities, unless to do so would cause undue hardship for the College. In general, it is the employee's responsibility to inform the College, through their supervisor or directly to the Office of Human Resources, that they need a disability-related accommodation in order to perform the essential functions of the job. A supervisor is not required to provide reasonable accommodations if they are not aware of the employee's need and desire for the accommodation. Reasonable accommodations are determined, identified and implemented in a collaborative process among the employee, supervisor and the Office of Human Resources.

Contents of this request are confidential and will only be shared as needed with the appropriate personnel to consider the implementation of a reasonable accommodation. This form will not be placed in your employment record file. All medical documentation will be kept confidential.

To help initiate your request, complete both the *Reasonable Accommodation Request Form* and the *Medical Information Request Form for Reasonable Accommodations Form* and forward these two forms with any supporting medical documentation to: Office of Human Resources, 893 West Street, Amherst, MA 01002-5000 or faxed to (413) 559-5695.

Today's Date _____

Employee Name

Job Title

Department

Supervisor

(Please note that while your supervisor will be involved in the process, information about your medical condition, including medical documentation, will not be shared, unless authorized by you.)

Home Address (Number and Street)

City, State, Zip Code

Work Phone

Home Phone

1. Please provide a brief description of your job responsibilities: _____

2. Please explain the essential duties of your employment responsibilities that are impacted by your condition and how they are impacted.

Information About Your Accommodation Request

1. Do you have a documented disability? ☐ Yes ☐ No ☐ I'm not sure

2. Have you been given a diagnosis by a medical provider? ☐ Yes ☐ No

3. What is the medical diagnosis for which you are requesting the accommodation(s)?

4. Is your condition temporary or permanent? If temporary, please indicate the duration of the condition.

5. Please describe the difficulties (functional limitations) you are currently experiencing while performing the essential duties of your job.

6. Please list the accommodation(s) that you are requesting.

7. Have you considered or previously tried alternative modifications to address the difficulties you are experiencing while performing the essential duties of your job? If so, please list them.

8. How long do you anticipate the need for an accommodation?

9. Explain how the requested accommodation(s) will enable you to perform the essential duties of your job.

Please check appropriate box:

- Are you currently on a FMLA/PFML Leave? ☐ Yes ☐ No
 - If "Yes", will you need these accommodations upon return? ☐ Yes ☐ No
 - If "Yes", anticipated return date is _____
- Have you requested a reasonable accommodation through HR or any other office/department on campus before? ☐ Yes ☐ No
 - If "Yes," is it the same condition or impairment that you are currently requesting an accommodation for? ☐ Yes ☐ No
 - If "Yes," approximately when was the request made and with which office/department? _____

Acknowledgment

I am requesting a reasonable accommodation. I agree to fully cooperate with the Office of Human Resources in responding to my request, including providing the appropriate medical documentation. I understand that I may not be provided with the specific accommodation that I have requested; however, I understand that good faith efforts will be made in making a determination. I attest that the above information is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____