

## REQUEST FOR REASONABLE ACCOMMODATION

Brigham Young University–Hawaii provides reasonable accommodations to support individuals with physical or mental disabilities in performing the essential functions of their job, provided it does not create undue hardship. Examples of reasonable accommodations may include, but are not limited to, more frequent or extended breaks, obtaining or adjusting equipment or seating, temporary reassignment to a less strenuous or hazardous position (with a return to the original position when the disability is resolved), light duty (if available), restrictions on lifting, assistance with manual labor, or modified work schedules.

EMPLOYEE INFORMATION	
Employee Name:	Job Title:
Department:	Supervisor:
Phone No.:	Email:
<p>In some cases, Human Resources will need to obtain additional information and/or documentation about your condition. This may include documentation from your doctor or other medical provider. If requested, can you provide documentation to support your request and need for the accommodation?</p> <p>Yes          No</p>	
<p>Please provide how your disability or pregnancy-related condition limits you in performing your job duties:</p>	
<p>Please describe the accommodation you believe is needed to enable you to perform the essential functions of your job. Be as specific as possible:</p>	
ACKNOWLEDGMENT	
<p>I certify that the above information is complete and accurate to the best of my knowledge, and I understand that any intentional misinterpretation contained in this request may result in disciplinary action. I also understand that my request for an accommodation may not be granted if it is unreasonable and/or if it creates an undue hardship on the university.</p>	
Employee Signature:	Date:

Date accommodation to begin:

Date accommodation to end or continuous:

Updated January 2025