



# Request for Reasonable Accommodation

The Commonwealth's Executive Departments value diversity. We will provide reasonable accommodations to qualified employees and applicants with disabilities in all aspects of state employment, consistent with the Americans with Disabilities Act of 1990 and state law unless doing so would create an undue hardship.

The purpose of providing reasonable accommodation is to enable a person with a disability to perform the essential functions of the job. Therefore, information is necessary to determine:

- (a) Whether the requestor actually requires a reasonable accommodation, and
- (b) The nature and extent of the accommodation, if one is required.

This information will be used only for the purpose of taking voluntary action to overcome the effects of conditions limiting opportunities for persons with disabilities. Although the information is being requested on a **VOLUNTARY** basis and will be kept **CONFIDENTIAL**, your failure to provide us with sufficient information necessary for us to make a reasonable accommodation determination may result in a decision that does not adequately address your needs.

Use the form below to submit a reasonable accommodation request.

## Requester Information

\* Name

Employee ID

\* Job title

\* Secretariat

\* Agency

## Address

\* Street

\* City

\* State

\* Zip

\* Phone

Email

## Work Details

\* Location

\* Phone

\* Email

## Type of Accommodation Requested

The following are examples of accommodations that can be requested but are not limited to:

- Modification of Job Duties
  - Job modification/tasks
  - Flexible time to allow for transportation and/or medical schedules
  - Reassignment of job tasks
- Physical Changes
  - Installing a ramp or modifying a restroom
  - Modifying the layout of a workspace

- Accessible and Assistive Technologies
  - Ensuring computer software is accessible
  - Providing screen reader software
  - Using a tablet to communicate with employees who are deaf
- Accessible Communication
  - Providing sign language interpreters or closed captioning at meetings and events
  - Making materials in Braille or large print
  - Policy Enhancement Modifying a policy to allow a service animal in a work setting
  - Adjusting work schedules so employees with chronic medical conditions can go to medical appointments and complete their work at alternate times or locations

Please include any additional information related to your reasonable accommodation request

\* Accommodation details

## \*Limitations requiring accommodation



The Commonwealth's policy is to process all formal reasonable accommodation requests within twenty (20) working days of the date the request is received, except in situations when the employee may need an earlier accommodation to meet vital health or safety needs.

If you have further questions, please [get in touch with your ADA Coordinator](#) or the Office of Diversity and Equal Opportunity, (617) 727-7441