

## Employee Request for Accommodation Form

### What kinds of requests fall under the VIU Employment Accommodation Policy & Procedure?

Accommodation is the adjustment of a person's workplace, responsibilities, or job assignment to accommodate a legitimate need connected to a ground protected under Human Rights law. Accommodations can include changes to hours of work, provision of specialized equipment, modified duties, or other needs that arise related to a person's religion, gender, disability, family status or other human rights protected ground. If you are unsure whether your circumstances fall under the VIU Employment Accommodation Policy, consult with a Human Resources Advisor or the Human Rights Advisor.

### What responsibilities do I have as an employee when requesting an accommodation?

Under the VIU Employment Accommodation Procedure you are responsible for:

- Providing the university with full information on your needs and the cause(s) of the needs
- Providing proof of condition or circumstance requiring accommodation,
- Cooperating with any reasonable requests for assessments (usually in relation to disability related accommodations)
- Collaborating in the development of the accommodation plan
- Participating in any evaluation of the accommodation.

### How will my request be handled?

Determining the actual manner in which you may be accommodated will depend on your needs, the needs of the department and institution. If your request is relatively simple chances are that an accommodation plan can be developed between you and your dean, director or regional campus principal. If your needs are more complex others may be involved, such as a union steward, a human resources advisor, a representative from Health & Safety Services or your supervisor. For complete information consult the Employment Accommodation Policy XX.xx and Procedure XX.xx, a Human Resources Advisor or the Human Rights Advisor.

### What do I do with this form?

You should submit the completed form to your dean, director or regional campus principal and arrange a meeting to discuss your request. Also send a copy of the completed form to the Human Resources department and keep a copy for your own records.



VANCOUVER ISLAND  
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### Employee Request for Accommodation Form

Name:	
Position:	
Department:	

1. Which human rights ground(s) is your accommodation request related to?

Sex, including gender identity, pregnancy, and breastfeeding

Marital or family status

Religion

Physical or mental disability

Other ground (please specify)

Do you have medical confirmation of the disability?  Yes  No

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2. Why do you need an accommodation?

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3. In general terms, describe the accommodation(s) you are requesting.

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**Documentation** - Please note that documentation related to your request will be needed and should be discussed with your dean, director, or regional campus principal when you meet. Any documentation of a personal or medical nature can be submitted to the Human Resources department, who will share (as appropriate) only information related to any work-related restrictions or circumstances that require accommodation. The confidentiality of your personal and/or medical information will be safeguarded by the Human Resources department in accordance with FOIPOP regulations.



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4. How will this accommodation support your ability to perform the duties of your position?

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5. What is the time period / duration you expect will be needed for this accommodation?

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Employee Signature

Date

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