

Employee Request for Accommodation Form

What kind 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 Accommodation of Employees Policy, consult with the HR Specialist—Employee Well-being and Benefits or a Human Resources 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; and
- Participating in any evaluation of the accommodation.

How will my accommodation request be handled?

Determining the actual manner in which you may be accommodated will depend on your needs and the needs of the department and institution. If your request is very simple, a conversation with your supervisor may be all that is necessary. At the next level, the formal accommodation request form can be submitted and a plan can be developed between you and your dean, director or campus administrator. If your needs are more complex, others may be involved, such as a representative from Human Resources and/or Health & Safety Services or a union steward. For complete information, consult the HR Specialist—Employee Well-being and Benefits, a Human Resources Advisor, and/or the Accommodation of Employees Policy 21.02 and Employment Accommodation Procedure 21.02.001, found at <https://adm.viu.ca/human-rights/relevant-policies>.

What do I do with this form?

You should submit the completed form to your dean, director or campus administrator and arrange a meeting to discuss your request. Also send a copy of the completed form to the Human Resources department (Building 305, Room 280; Mail drop: 305-2A) and keep a copy for your own records.



Employee Request for Accommodation Form

Name:	
Position:	
Department:	

1. Which Human Rights ground(s) is your accommodation request¹ related to?

Physical or mental disability or condition

Do you have medical confirmation of the disability? YES NO (If yes, please attach the *Physician's Assessment of Work Abilities* form or alternate documentation of work-related restrictions or limitations. Medical diagnosis is *not required*.)

Religion

Marital or family status

Sex, including gender identity, pregnancy, and breastfeeding

Other ground (please specify): _____

2. Why do you need an accommodation?

3. Please describe the accommodation(s) you are requesting.

¹ **Documentation** - Please note that documentation related to your request will be needed and should be discussed with your dean, director, or campus administrator 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 FIPPA regulations.



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4. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? If yes, please explain or attach information.

5. How will your requested accommodation(s) support your ability to perform the duties of your position?

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

7. Please provide any additional information that may be useful in processing your accommodation request.

Employee Signature

Date