



Request for Workplace Accommodation Form

Workplace accommodations can be based on any of the prohibited grounds under the Newfoundland and Labrador [Human Rights Act, 2010](#). These grounds are listed in the definition section of Memorial's [Workplace Accommodation Policy](#).

Accommodation – Accommodation is the duty owed by the University to an employee or job applicant not to discriminate against them. It is any temporary or permanent measure used to remove a barrier which prevents an otherwise qualified individual from performing or fulfilling the essential duties of a job. The University will attempt to accommodate the employment needs of job applicants and employees who are protected under the [Human Rights Act, 2010](#), up to the point of undue hardship.

In order for Memorial University to consider a request for an accommodation, some information is needed and documentation related to this request is required.

Name:	_____				
Unit:	_____				
Position:	_____				
Email:	_____				
Phone (B)	_____	(H)	_____	(C)	_____
		(Optional)		(Optional)	

1. Describe the basis for your request for a workplace accommodation.



2. What is the nature of the accommodation that you are seeking?

3. How will an accommodation support your ability to perform the responsibilities of your position?

4. How would you like to be contacted with respect to this request?

- Home Phone Work Phone E-mail Letter

Please complete and sign the form and submit it to the person to whom you directly report (Dean, Director, Administrative Head, Manager or Supervisor), who will contact the Office of Faculty Relations or the Department of Human Resources. All requests are acknowledged in a confidential and timely manner and will follow the principles of the University's [Workplace Accommodation Policy](#).

Signature: _____

Date: _____

If you require assistance in completing this form, please contact your HR advisor or manager. If you require this form in an alternate format, please contact the Employment Equity Office at 864-2548 or equity@mun.ca

Personal information is collected under the authority of the [Memorial University Act \(RSNL 1990 Chapter M-7\)](#) and will be used solely for the implementation and management of an accommodation or as authorized by law. Questions about the collection and use of personal information may be directed to the Department of Human Resources contact assigned to your unit or the Office of Faculty Relations. Questions about the University's [Privacy Policy](#) may be directed to the University Privacy Officer at 709-864-8214. Information with respect to your accommodation will be accessed only by those who are engaged in the assessment and implementation of your accommodation request or as authorized by law.