

- i. The form will contain instructions in the event you want to request reconsideration of Human Resources' decision on accommodations.
 - d. At any time, you may request new, additional, or altered accommodations through Human Resources or your supervisor, and steps (a) – (c) will again be followed. If you want to discontinue any accommodations, inform your supervisor or Human Resources.
 - e. Please read each Form carefully for information and instructions.
- 2. As a Supervisor Receiving a Request for Accommodation:
 - a. If an employee informs you the employee needs or wants to request a workplace accommodation, give the employee an Accommodation Request Form, and ask the employee to fill it out and return it to you or the Human Resources Department.
 - i. If you have reason to believe an employee needs to request an accommodation based on an obvious or apparent disability-related

For Applicants for Onmplaye