

EMPLOYEE PROCESS FOR REQUESTING DISABILITY ACCOMMODATIONS

1 Submit a request form to Office of AA/EEO

Auburn employees who want to request a reasonable accommodation should email the **Employee Accommodation Request Form** to the Office of AA/EEO at eeo@auburn.edu

[Click here to visit the form.](#)



2 Send a form to the healthcare provider

Employees should send the **Employee Accommodation Verification Form** to their healthcare provider to complete and return to the Office of AA/EEO.

[Click here to visit the form.](#)



3 Discuss with the Office of AA/EEO

The Office of AA/EEO will review the Employee Accommodation Request Form, Employee Accommodation Verification Form, then discuss the request with the employee. The Office of AA/EEO will also collaborate with the supervisor and HR Liaison as needed.

Once an accommodation is approved, the employee is provided with a formal letter to present their HR Liaison. If a modification is needed, further dialogue between is welcome, as it is an interactive process between the Office of AA/EEO, the supervisor, the HR Liaison, and the employee.



All medical information/records of individuals seeking a reasonable accommodation shall be treated as confidential and shall be maintained in a confidential medical file separate from other personnel records.

With questions, contact the Office of AA/EEO:

Phone: 334-844-4794

Fax: 334-844-4793

eeo@auburn.edu