

EMPLOYEE PROCESS FOR REQUESTING DISABILITY ACCOMMODATIONS

1 Submit a request form



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 Office of AA/EEO reviews forms



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 and the supervisor are provided with a formal letter describing the accommodations to be implemented



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.