

# REQUEST FOR ACCOMMODATION

## *Modified or Part-Time Schedule*

### MEMORANDUM

TO: Gail Kroen, Director of Human Resources \_\_\_\_\_  
FROM: (your name here) \_\_\_\_\_  
RE: Request for Reasonable Accommodation  
DATE: (today's date here) \_\_\_\_\_

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This is a request for reasonable accommodation under the Americans with Disabilities Act (ADA). If you are not the appropriate person to receive this request, please notify me immediately, and forward this letter on to the person who handles requests for reasonable accommodation.

I am a person with a "disability" under federal law/s. [My condition is (list your disability or condition here) \_\_\_\_\_.] Due to my disability, (request modified schedule here and reason for limitation, shift or split schedule.) \_\_\_\_\_.

According to the ADA and the federal Equal Employment Opportunity Commission (EEOC), a modified or part-time schedule can be a form of reasonable accommodation. See 42 U.S.C. § 12111(9)(B) and the sections entitled "Leave" and "Modified or Part-Time Schedule" in *EEOC Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act*, both available at [www.eeoc.gov](http://www.eeoc.gov).

Please let me know if you require reasonable medical documentation of my condition, or if you wish to propose alternative accommodations to those I have requested. I am ready and willing to engage in the interactive process with you so that I may continue in my employment.

Thank you.