


**REASONABLE ACCOMMODATION  
AND ACCESSIBILITY FORM**

REASONABLE ACCOMMODATION & ACCESSIBILITY REQUEST—GBA-E		
<p>River East Transcona School Division will reasonably accommodate special needs of employees that are based on protected characteristics (as defined in the Manitoba Human Rights Code), to the point of undue hardship. Employees are to complete this form to request reasonable accommodation of a special need based on a protected characteristic. For more information, please see Policy GBA—Reasonable Accommodation Procedure.</p>		
Name:	Title:	
School/work site: Select one		
<b>A. QUESTIONS TO CLARIFY ACCOMMODATION REQUESTED</b>		
What is the specific modification/accommodation that you are requesting? (If you are not sure what accommodation is needed, please indicate “unsure.”)		
What is the reason for the request? (E.g., are there job duties or requirements that you are unable to perform/meet without the requested accommodation?)		
How is the requested accommodation going to assist you to perform or meet the identified job duties or requirements?		
Is your accommodation request time sensitive?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain.		
Is your accommodation request based on a physical restriction/disability?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p><i>*If your request is based on a physical restriction/disability, please ensure that you include medical documentation identifying your restrictions/limitations.</i></p>		
<p><b>Please return this form to the director, human resources with the subject “Request for Accommodation.” Please provide any additional information documentation that might be useful in processing your accommodation request (e.g., medical documentation or an RETSD Occupational Health Assessment Form), if applicable.</b></p>		
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