

REQUEST FOR REASONABLE ACCOMMODATION

An employee may make a reasonable accommodation request, related to:

- Religious needs
- Disabilities
- Pregnancy, childbirth, or related conditions
- Needs related to status as a victim of domestic violence, sex offenses, or stalking.

Under the New York City Human Rights Law (NYCHRL), an accommodation is reasonable if it does not cause an undue hardship in the conduct of the covered entity's business.

To request a reasonable accommodation for disability, pregnancy, childbirth, or related conditions, please complete this form and submit to your supervisor copying the Leaves Administration team at leavesadministration@rfcuny.org. Please note, supporting documentation may be required.

To request a reasonable accommodation for religious needs or needs related to status as a victim of domestic violence, sex offenses, or stalking, please complete this form and submit to your supervisor copying the Labor and Employment Relations team at labor&employmentrelations@rfcuny.org. Please note, supporting documentation may be required.

Employee Name _____

Employee ID # _____

Date of Request _____

Project Director/Supervisor Name _____

Campus _____

Employee Email _____

Accommodation Request

Reason for Request

- ☐ Religious needs
- ☐ Disabilities
- ☐ Pregnancy, childbirth, or related conditions
- ☐ Needs related to status as a victim of domestic violence, sex offenses, or stalking.

Start Date: _____

End Date: _____

1. Accommodation requested (Be specific)