

8. Please identify and describe any accommodations you are requesting and detail how these accommodations will enable you to perform those functions you are having difficulty with.

9. Please identify and describe any special equipment, methods, skills, or procedures that may enhance your abilities to perform one or more of the essential functions of your job.

Date: _____

Employee's Signature: _____

³ The U.S. Equal Employment Opportunity Commission has indicated that an **employer never has to remove an essential function of the job** as an accommodation. Additionally, **an employee with a disability must meet the same performance and production standards, whether quantitative or qualitative**, as a non-disabled employee in the same job. Lowering or changing a production standard because an employee cannot meet it due to a disability is not considered a reasonable accommodation. Similarly, **an employee who is chronically, frequently, and unpredictably absent may not be able to perform one or more essential functions of the job**, or the employer may be able to demonstrate that any accommodation would impose an undue hardship, thus rendering the employee unqualified. **Employers generally do not have to accommodate repeated instances of tardiness or absenteeism** that occur with some frequency, over an extended period of time and often without advance notice. *The Americans with Disabilities Act: Applying Performance and Conduct Standards To Employees With Disabilities.*