



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**

The City University of New York
300 Jay Street • Brooklyn, NY 11201-2983

**INSTRUCTIONAL STAFF REQUEST FOR REASONABLE
ACCOMMODATION**

Request for reasonable accommodations may be made to the supervisor **or** the Executive Director for Human Resources or Director of Personnel. Any supervisor receiving this request should consult with the Executive Director of Human Resources or Personnel Director. All information pertaining to your request is kept confidential. All medical information is maintained separately from personnel records.

SECTION A

(To be completed by employee and returned to supervisor **or** the Human Resources Director)

Name (Print):	Title:
Department:	Campus Location:

I am requesting the following accommodation(s)

It is necessary for me to have this accommodation for the following reason(s)

Employee Signature:	Date:
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SECTION B

Supervisor's Response to Request for an Accommodation
(To be completed by supervisor and returned to the employee)

I have received your application for an accommodation.

- Approved
- Not Approved

Comments:

- No decision has been made at this time. We will continue to assess your request. The College's Executive Director of Human Resources will contact you within the next week.

Comments:

Supervisor Signature:	Date:
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SECTION C

Executive Director of Human Resources Response to Request for an Accommodation
(To be completed by the Executive Director of Human Resources and returned to the
employee)

I have received your application for an accommodation.

Approved

Not Approved

Comments:

No decision has been made at this time. We will continue to assess your request.

Comments:

Executive Director of Human Resources Signature:	Date:
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