

Process for Requesting COVID-19 Accommodation

Documentation of Disability Form – The requesting employee asks their physician or qualified healthcare professional to complete all sections of the form and return directly to FSU per the instructions at the end of the form.

Employee Release of Information Form- The requesting employee completes this form and provides to the physician or qualified healthcare professional, along with the Documentation of Disability Form.

ADA Accommodation Form – The requesting employee completes this form and returns to the ADA Coordinator in the Office of Human Resources. The form may be submitted by U.S. Mail, Fax 910-672-1821, in person between 8am and 5pm Monday – Friday, or email jfaircl6@uncfsu.edu.

When all forms have been submitted to the ADA Coordinator, the request will be reviewed. The ADA Coordinator will

- **Review the submitted accommodation documentation and contact the requesting employee if additional information is needed.**
- **Consult with the employee's management to discuss the requested accommodation.**
- **Meet with requesting employee to discuss determination.**
- **Provide a written approval or denial to the employee.**