

## HOW TO: Request Reasonable Accommodation

**Summary:** UC Santa Barbara provides reasonable accommodations through an interactive process for people with disabilities who cannot perform the essential functions of their job.

What you, the employee, should do	How you should do it
1 Request a reasonable accommodation	1. Inform your supervisor of your need for a reasonable accommodation in one of the following ways: <ul style="list-style-type: none"><li>○ in person</li><li>○ by email</li><li>○ by telephone</li></ul>
2 Provide medical documentation indicating your functional limitations from a licensed healthcare practitioner.	1. Submit a physician statement to your supervisor that defines your functional limitations.
3 Contact the Vocational Rehabilitation Counselor	1. Telephone (805)-893-8571 2. E-mail Timm Richardson at <a href="mailto:timm.richardson@hr.ucsb.edu">timm.richardson@hr.ucsb.edu</a>
4 Meet with the Vocational Rehabilitation Counselor and your supervisor.	1. Attend the interactive meeting between the Vocational Rehabilitation Counselor and your supervisor. 2. Participate in identifying possible reasonable accommodations.

For more information refer to the Vocational Rehabilitation Program menu.

**Notice:** University policies, procedures and applicable collective bargaining agreements shall supersede information in this document or elsewhere on this site.

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