

GDOT Publications Policies & Procedures

Form Word: 2305-1a - ADA REQUEST FOR REASONABLE ACCOMMODATION

Section: Americans With Disabilities Act (ADA) Reports To: Division of Admin/Gen Counsel

Office/Department: Division of Human Resources Contact: 404-631-1000

See below.

Form Word: 2305-1a- ADA REQUEST FOR REASONABLE ACCOMMODATION Date Last Reviewed: 3/20/2024

Georgia Department of Transportation ADA REQUEST FOR REASONABLE ACCOMMODATION

To be completed by the employee requesting accommodation and submitted to the supervisor/manager:

Na	ame (printed):	Official Job Title:	
Mailing Address:			
		E-Mail Address:	
Daytime Telephone:			
	ease use as many pages as necessary to rrespond with the questions.	o answer these questions.	Number the answers to
1.	What are the specific job functions for which the accommodation is requested?		
2		1	
2.	What are the disabilities for which the ac	ccommodation is requested?	,
3	How do the disabilities affect the job fun	actions?	
٥.	The was the disabilities affect the job run	edons.	
4.	What is the accommodation requested (e	e.g., equipment, schedule, n	nodified workstation)? Be
	as specific as possible. Attach any av request.		

Georgia Department of Transportation ADA REQUEST FOR REASONABLE ACCOMMODATION

5. List any alternate solutions being considered.	
 List anyone else consulted about this request for according that have been prepared. 	nmodation, and attach any reports or assessments
Employee Signature	Date
Please submit this request to your supervisor or manage confidential and will be used only in relation to this request To be completed by the supervisor/manager receiving the r	t.
Date received from the employee:	
Supervisor/Manager Name (printed)	Title
Signature	Telephone

Send completed form to the following address:

ADA Coordinator Division of Human Resources Georgia Department of Transportation 600 West Peachtree St. Atlanta, GA 30308

CONFIDENTIAL FAX: 404-551-2719

References:

None.

History:

annual review: 03/20/24;

copied to GDOT Publications v.02.00.00: 04/03/12