

Accommodation Request for Staff & Faculty with Pregnancy or Related Conditions

The University of Baltimore provides accommodations for employees, including faculty and staff, who are pregnant or have a related condition. You can access the University's policy on pregnancy or related conditions and requesting accommodations [here](#) on page 14-15.

If you have questions regarding accommodations, require this form in an alternate format for disability-related reasons, or to request an interpreter, please contact the Employee Relations Department in the Office of Human Resources (OHR) at hr@ubalt.edu. If you would like to make a complaint regarding your accommodation request, please contact the Title IX Office at <mailto:T9@ubalt.edu>.

INSTRUCTIONS: Fill and submit this form electronically to hr@ubalt.edu - or – print, complete, sign, and return this form to the Office of Human Resources located at 1420 N. Charles St. Baltimore, MD 21201.

SECTION I – EMPLOYEE INFORMATION		
Last Name:	First Name:	Date:
Division/School:	Department:	
Name of Department Head or Supervisor:	Department Head or Supervisor's Title:	
SECTION II – REQUEST INFORMATION		
Please describe the accommodation you are requesting:		
SECTION III – SIGNATURE		
Employee Signature:	Date:	

The Employee Relations Specialist may request documentation from the employee's medical provider which is necessary and relevant to determining what accommodations are appropriate for the employee's needs.

Note: All medical documentation should be sent directly to the Office of Human Resources for confidential filing. Please do **NOT** include your supervisor or department head on any communications containing your medical information.