



Covid-19 Vaccine Accommodation Request Form (Non-Medical)

Accommodation is the adjustment of a person's workplace, responsibilities, or job assignment to accommodate a legitimate need connected to a ground protected under the [Alberta Human Rights Act](#). Accommodations can include changes to hours of work, provision of specialized equipment, modified duties, or other needs that arise related to a person's religion, gender, disability, family status or other Human Rights protected ground. For more information, please contact Human Resources.

What responsibilities do I have as an employee when requesting an accommodation?

You are responsible for:

- Providing the Division with full information on your needs and the cause(s) of the needs;
- Providing proof of condition or circumstance requiring accommodation;
- Cooperating with any reasonable requests for assessments (usually in relation to disability related accommodations);
- Collaborating in the development of the accommodation plan; and
- Participating in any evaluation of the accommodation.

How will my accommodation request be handled?

Determining the actual manner in which you may be accommodated will depend on your needs and the needs of school or department. If your request is very simple, a conversation with your Principal/Director and Human Resources Director may be all that is necessary. If your needs are more complex, others may be involved, such as a representative from Health & Safety Services, or a union representative. For more information, contact Human Resources.

What do I do with this form?

You should submit the completed form to the Director of Human Resources, Shae Abba via email shae.abba@psd.ca.

Employee Request for Accommodation Form (Non-Medical)



Name:	
Position:	
School/Department:	

1. Select the Human Rights ground(s) that best fits your accommodation request.

- Religion
- Marital or family status
- Sex, including gender identity, pregnancy, and breastfeeding
- Other ground(s) (please specify): _____
- Note: If you have medical disability, please refer to the [Parkland School Division Vaccine Medical Accommodation Request Form](#).

2. Why do you need an accommodation?

(Please note that documentation related to your request is required and will be discussed with Human Resources when you meet. Any documentation of a non-medical accommodation should be submitted to the Human Resources department, who will share (as appropriate) only information related to any work-related restrictions or circumstances that require accommodation. The confidentiality of your personal information will be safeguarded by the Human Resources department in accordance with privacy regulations.)

3. Please describe the accommodation(s) you are requesting?

4. What is the time period/duration you expect will be needed for this accommodation?

5. Please provide any additional information that may be useful in processing your accommodation request?

Employee Signature:	Date:
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