
DENIAL OF REASONABLE ACCOMMODATION REQUEST

1. Date Reasonable Accommodation Denied

2. To (Requestor)

3. Reasonable accommodation requested.

4. The request for reasonable accommodation is denied based on the following reason(s):

- Accommodation would not be effective
- Accommodation would cause undue hardship
- Refusal to provide medical documentation or allow an examination
- Need for accommodation was not established.
- Accommodation would require removal of an essential function
- Accommodation would require lowering of performance or production standard
- Other (please identify) _____

5. Detailed reason(s) for the denial of reasonable accommodation (must be specific, e.g., why accommodation is ineffective or causes undue hardship):

6. If the requestor proposed one type of reasonable accommodation that is being denied, but rejected an offer of a different type of reasonable accommodation, explain both the reasons for denial of the requested accommodation and why the agency believes the chosen accommodation would be effective.

7. If the requestor wishes to request **reconsideration** of this decision, he/she may ask the decision-maker to reconsider his/her denial. Additional information may be presented to support this request. The decision-maker will respond to the request for reconsideration within 10 business days. If the decision-maker does not reverse the denial, the individual can ask the second line supervisor to do so

8. If the requestor wishes to file an EEO complaint, or pursue a MSPB or union grievance, he/she must take the following steps:

- a. For an EEO complaint, pursuant to 29 CFR § 1614, contact the OEEOME within 45 days from the date of the notice of denial of reasonable accommodation; or
- b. For a collective bargaining claim, file a written grievance in accordance with the provisions of the agency's collective bargaining agreement; or
- c. Initiate an appeal to the Merit Systems Protection Board within 30 days of an appealable adverse action, as defined in 5 CFR § 1201.3.

Name of Decision-Maker

Signature of Decision-Maker/Date
