



evergreen

Human Resource Services High-Risk Employee Accommodation Request form

Instructions: To verify a high-risk employee's accommodation request under Governor Inslee's Proclamation, complete this form, check all boxes that apply to you, and email it to Evergreen's [HR Medical](mailto:hrmedical@evergreen.edu) email address hrmedical@evergreen.edu, fax to (360) 867-6823, or mail to Human Resource Services L3102, 2700 Evergreen Parkway NW, Olympia, WA 98505. Persons of disability requesting accommodation in completing this form are asked to contact Human Resource Services for assistance at (360) 867-5361 or hrmedical@evergreen.edu.

I, _____ (insert your printed name) **hereby verify:**

- I am an individual who falls into one of the high-risk categories as defined by the U.S. Centers for Disease Control (CDC):
 - Age 65+
 - Other underlying health condition as defined by the CDC.

The name of my treating health care provider (if applicable, please print) is:

(note: you will not be asked to request medical documentation from your health care provider).

I am requesting (please check all that apply).

- Work at an alternate location; please discuss options with your supervisor.
- Telework; please discuss options to telework or work remotely with your supervisor.
- Leave for the following dates _____ through _____ . Please email Human Resource Services if you need assistance with leave options under state or federal law.
- Documentation, provided by my supervisor to Human Resource Services, so that I can include it with my request to the Washington State Employment Security Department regarding lack of work in order to apply for benefits. The name of my supervisor is _____.

I affirm that foregoing is true and correct, and I understand that any misrepresentations provided as a basis for this request will be a basis for potential disciplinary action.

Dated this _____ day of _____, 2020 at _____,

Washington.

Print Name: _____

Signature: _____

NOTICE: Any misrepresentations provided as a basis for this request will be a basis for disciplinary action.