FAMILY STATUS ACCOMMODATION REQUEST FORM

Employee Authorization

I consent to the release of the following information to my employer. The following information is required to allow my employer to assist me in returning to work or assisting in a work accommodation as required.

Employee Name _____   Position _____

Signature _____   Date_____

Instructions:

Good Spirit School Division has a duty to accommodate the needs of our employees. We must also consider what might pose a danger to the health or safety of the employee or the safety and well-being required for our students or others in the workplace. To initiate a request for reasonable accommodations and/or extended leaves, employees must provide current documentation of a scenarios preventing them to be at work.

Please complete the attached form and return it to our office as soon as possible. If you have any questions please do not hesitate to contact the Human Resources Department at hr@gssd.ca or (306) 786-4774.

1. Name of Dependent(s)   Age

   _____   _____

   _____   _____

   _____   _____

2. Primary residence of Dependent(s) is:

   Always with me   Shared. Please set out the schedule or times of the
                                     dependent(s) living arrangements. Provide a copy
                                     of any applicable court orders or agreements.

3. What is the reason for your request? Describe the issues, barriers or restrictions that you face that are affecting your ability to complete your regular job duties.

4. The ownership is on the employee to prove they are not able to overcome the issues, barriers or restrictions associated with the care of your dependents. Provide evidence that you have exhausted all available avenues for care of your dependent(s). These may include, but are not limited to:

- **Availability of other family members who can provide care**
- **Access to daycare/respite care**
- **Efforts to access private caregivers**

5. Please describe the accommodation you are seeking. Flexibility on the part of all parties involved is necessary.