

## Fitness for Duty Evaluation Request Form | Manager

This form documents the reasons for requesting a fitness for duty evaluation under the University's Fitness for Duty policy. After consulting with their E&MR Consultant, a Dean, Chair, Department Head or supervisor may request a fitness for duty evaluation of an employee.

Please answer all applicable questions. Upon completion, submit the written request and attachments to the ADA Coordinator ([eoc@unc.edu](mailto:eoc@unc.edu)) and to your E&MR Consultant.

Attach additional information and relevant documentation, as necessary. Please include the employee's job description.

**Employee:**

name and title

**Employment Classification:**

- ☐ EHRA      ☐ SHRA      ☐ Faculty  
☐ Not Applicable | Specify:

**Department of Employee:**

**Supervisor/Manager:**

name and title

**Supervisor/Manager  
phone number:**

**Today's Date:**

The supervisor/manager can provide objective evidence supporting the reasonable belief that the individual has a medical condition that (*select applicable*):

- ☐ Has or will impair performance in essential job functions  
☐ Will pose a direct threat  
☐ Both

**Objective supporting information**

Date and time:

Summary of event(s)/ supporting information:

Summary of impairment of essential job functions and/or direct threat posed:

Additional observations:

Witnesses (names and positions):

Number of pages of additional supporting documentation attached:

The ADA Coordinator will notify the E&MR Consultant of the determination. If the ADA Coordinator determines that the evaluation may not be required, the E&MR Consultant will provide guidance to the referring individual on appropriate next steps. If the ADA Coordinator determines that the evaluation is required, the E&MR Consultant and the Employee's supervisor will notify the employee in writing.

Manager Signature

Date

E&MR Consultant Name/Signature

Date

*The University will comply with all relevant federal and state laws related to the privacy of employee records.*