



Reasonable Accommodation For Disabilities

Sample Process Steps

1. Employee notifies employer or employer that a work-related adjustment is needed for a reason related to a medical condition.	
2. In consultation with employee, employer completes a reasonable accommodation request form .	
	Although requests do not have to be in writing, employers are encouraged to complete a form to facilitate clear communication with employee and to create a record of employee's request.
3. Employer reviews the request and determines whether supporting medical documentation is needed. If disability is obvious, documentation is not needed.	
	If documentation is not needed, employer proceeds to Step 6.
	If supporting documentation is needed, employer provides a medical release form to be signed by employee to give to healthcare provider, permitting the release of information about the employee's medical condition.
	If supporting documentation is needed, employer also provides employee with a medical inquiry form to be completed by the attending healthcare provider for information about the impairment(s) for which the employee is requesting accommodation.
	(Optional) The employer may also attach job information to the inquiry to assist the healthcare provider in reviewing the job functions.
4. Employee obtains medical documentation from healthcare provider.	
5. Employee submits the completed medical inquiry form to employer.	
6. Employer facilitates interactive discussion with employee to determine available reasonable accommodation.	
	Employer may consult the Job Accommodation Network as a source for solutions for accommodation.
7. Employer communicates accommodation determination to employee.	
	Employer facilitates and implements accommodation.
	Employer documents the interactive process (review) and action taken (or not taken).
	Maintains medical and accommodation records separate from personnel files and in accordance with employer's practice.
8. Employee provides feedback to employer on the effectiveness of the approved accommodation.	