

Recognizing Requests for Reasonable Accommodation

Agencies must provide reasonable accommodations to qualified individuals with a disability unless doing so would impose undue hardship* on the Agency.

The Request

An employee does not need to use specific words to request a reasonable accommodation – any statement that relates a need for work change to a medical condition should be treated as a request for accommodation.

Example: “I’m having trouble getting to work on time because of the medical treatment I am undergoing.”

Requests do not need to be in writing.

Do not share medical information, including written information such as doctor’s notes, with others.

After the Request

Contact the Office of Counsel or the Equal Employment Office ASAP.

The Agency has a duty to engage with employees to resolve their requests for accommodation.

An advisory team will meet to review information and discuss the employee’s request with the employee’s supervisor.

The Accommodation

An effective accommodation is one which resolves a problem in the workplace flowing from a physical or mental impairment which allows the employee to perform their duties.

The Agency may grant the requested accommodation or a different accommodation that is effective.

*The Agency may deny an accommodation that imposes undue hardship or would not be effective. Cost is rarely a factor for undue hardship.

Always remember to CYA (call your attorney) with any questions...

Contact the LOGCOM Office of Counsel at 229-639-5449 (Albany), 760-577-6791 (Barstow), 904-696-5033 (BIC) or the OSJA at 229-639-5212