

Requesting a Reasonable **ACCOMMODATION**



1 What is a reasonable accommodation?

It is an adjustment or modification made to a job or the workplace or the usual manner or circumstances of performing the job that allows an applicant or employee with a disability to successfully apply for the job, perform the duties of the job, or enjoy the benefits and privileges of employment. Reasonable accommodation also applies to the application process.

2 How do I request a reasonable accommodation?

Typically, just ask. There is no special process to request an accommodation and you do not have to use special words. Nor do you have to put your request in writing. However, some contractors do have a specific process, so ask your employer.

3 What do I need to tell my employer?

Simply tell your employer that you need an adjustment or change at work due to a disability. Be prepared to provide your employer with enough information to show that you have a disability. It is important to note that you are not required to provide your entire medical or mental health history to obtain an accommodation. You only need to provide pertinent information to request an accommodation.

4 What happens next?

After the request is made, the employer may ask that you complete certain forms, or follow other procedures. **Any procedures you are asked to follow cannot be used to prevent a timely accommodation from being provided or addressed.**



Examples include:

- Providing written materials in accessible formats (large print, Braille, or disc).
- Adjusting or modifying work schedules.
- Providing readers or sign language interpreters.
- Holding recruitment, interviews, tests, and other parts of the application process in accessible locations.
- Holding staff meetings in accessible locations.
- Providing or modifying equipment and devices.
- Adjusting or modifying policies and procedures.
- Changing the work environment in ways that improve accessibility.

Your "reasonable accommodation" may be different from those provided to other employees or job applicants.

This is because the accommodation depends upon the nature of the disability and the type of job. The accommodation, no matter what it is, may not be unduly costly or disruptive for your employer. Your employer can choose the type of reasonable accommodation that will be made available; however, the accommodation must allow an employee or applicant with a disability to be successful.

If you believe you have experienced discrimination, contact OFCCP:

**1-800-397-6251 | TTY 1-877-889-5627
www.dol.gov/ofccp**

