

REASONABLE ACCOMMODATIONS

Flow Chart

STEP 1

Reasonable Accommodation Request is received by the Office of Compliance (OC).

STEP 2

OC sends Accommodation Acknowledgement correspondence to requesting employee. This correspondence includes a medical release form and a medical certification form to be completed and returned to OC for review and processing.

STED 3

Reasonable Accommodation request, position description, and medical documentation is reviewed by the ADA Committee.

STEP 4

OC and HR representative reviews the disclosed disability information in accordance with the Americans With Disabilities Act (ADA) definition:

STEP 4B

Document and send appropriate correspondence to the requesting employee and manger/supervisor of accommodation denial.

STEP 4A

If the employee does not meet the ADA definition of a disability:

- i. Review for FMLA leave eligibility. To be FMLA-eligible, a worker must have been employed with the employer for 12 months and worked at least 1,250 hours during the 12 months prior to the start of FMLA leave.
 - 1. If the employee **does meet** the FMLA requirements, HR will send appropriate correspondence to the employee regarding review for FMLA approval.
- 2. If the employee **does not meet** the FMLA requirements, a leave of absence may be considered a reasonable accommodation under the ADA upon approval by the appropriate administrator.
 - ii. Did the employee exhaust all 12 weeks of FMLA leave in one (1) year?
 - 1. If yes, the employee may be entitled to more leave under ADA if it will not pose an undue burden. HR will review for additional leave under UT policy and OC will send appropriate correspondence to the employee.
 - a. Proceed to Interactive Process; or
 - iii. Check for Worker's Compensation eligibility. Was the employee injured on the job?
- 1. If the employee is released to return to work with restrictions, a reasonable accommodation may be considered under ADA.
- 2. **If a reasonable accommodation is not possible,** HR will notify Workers' Compensation vendor.

STEP 5

If the employee does meet the ADA definition of a disability, the OC reviews the Position Description for essential and marginal job functions of the requesting employee with HR Compensation and the manager/supervisor.

INTERACTIVE PROCESS

STEP 6

OC and HR meet with the affected employee and their manager/supervisor to discuss the limitations that may affect the execution of essential job duties to determine what accommodations are needed and determine any undue hardships that may occur.

STEP 6A

If no accommodation is possible, **document** and send appropriate correspondence to manager/supervisor.

 i. If the employee is not covered under FMLA and Workers' Compensation, employment may be terminated by Human Resources.

STEP 7

Implement accommodation as agreed upon during Interactive Process.

STEP 8

Document parameters of the agreed upon accommodation using appropriate approval correspondence to requesting employee and supervisor.

STEP 8A

Note: This correspondence must include the signature of requesting employee and approvingmanager/supervisor.