

Request for Reasonable Accommodation

An employee or someone on the employee's behalf makes a request for a **reasonable accommodation**. Whoever initially receives the request has **5 business days** to forward to the employee's supervisor.

Supervisor receives request for accommodation (via orally, or written), engage in the interactive process, reviews it to determine if it is reasonable, and request medical documentation if needed.

Supervisor meets with the Disability Program Manager, Regional Accessibility Coordinator, or HR for guidance if necessary.

Supervisor issues decision within **10 business days** to the employee, or within **10 business days** after receiving medical documentation when required.

A decision denying the proposed accommodation but offering an alternate, must explain the reason for denial, and the reason the alternative will be effective.

If granted, provide accommodation within **20 business days** from the date the request was received by the supervisor.

If denied, written notice must be issued within **10 business days** to the employee explaining reason for denial. Include rights to file discrimination complaint, merit system protection board, and reconsideration. *Denials must be reviewed by Division of Diversity and Civil Rights prior to being issued to the employee.*

If additional medical documentation is required, notice will be issued to the employee within **10 business days** from the date the medical documentation was received.