

# REASONABLE ACCOMMODATIONS Flow Chart

STEP 3

**Reasonable Accommodation** request, position description,

and medical documentation

is reviewed by the

ADA Committee.

STEP 4

OAC and HR representative

reviews the disclosed

disability information

in accordance with the

Americans With Disabilities

Act (ADA) definition:

STEP 4R

**Document** and send

appropriate correspondence

to the requesting employee and manger/supervisor of

accommodation denial.

STEP 5

If the employee does meet the ADA definition of a disability,

the OAC reviews the Position

Description for essential and

marginal job functions of the

requesting employee with

HR Compensation and the manager/supervisor.

#### STEP 1

Reasonable Accommodation Request is received by the Office of Access and Compliance (OAC).

## **STEP 2**

OAC 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 OAC for review and processing.

### 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 OAC 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 6**

OAC 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<sup>3</sup> Compensation, employment may be terminated by Human Resources.



INTERACTIVE

PROCESS

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.