

STEP 1

Reasonable Accommodation Request is received by the Office of Equity and Inclusion (OEI)

ADA ACCOMMODATION PROCESS

STEP 2

OEI sends Accommodation Acknowledgement correspondence to requesting employee. This correspondence may include an Employee Disclosure Form and a request for medical documentation if those were not included with the initial request for accommodation.

STEP 3

Reasonable Accommodation request, position description,

and medical documentation are reviewed by the ADA Coordinator and HR presentative in accordance with ADA definition

ADA
INTERACTIVE
PROCESS

STEP 4

If the employee does meet the ADA definition of a disability, the ADA Coordinator will schedule a meeting with the employee to review their requested accommodation(s) and discuss the limitation(s) that may affect the execution of essential job duties

STEP 3A

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

- 1) Refer to HR Director of Total Compensation to 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.
 - a. If the employee **does meet** the FMLA requirements, HR will send appropriate correspondence to the employee regarding review for FMLA approval.
 - b. 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.
- 2) Did the employee exhaust all 12 weeks of FMLA leave in one (1) year?
 - c. 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 OEI will send appropriate correspondence to the employee.
 - d. Proceed to Interactive Process; or
- 3) **Check for Worker's Compensation eligibility.** Was the employee injured on the job?
 - e. If the employee is released to return to work with restrictions, a reasonable accommodation may be considered under ADA.
 - f. If a reasonable accommodation is not possible, HR will notify Workers' Compensation vendor.

STEP 5

The ADA Coordinator or designee and HR representative will meet with the manager/supervisor(s) of the requesting employee to discuss the accommodation request and the employee's job functions to determine whether requested accommodations are reasonable.

*Follow-up meetings may be warranted with the requesting employee and supervisors

STEP 6

OEI and HR meet with the requesting employee and the manager(s)/supervisor(s) to discuss the accommodation request, address any relevant questions or concerns, and finalize any details related to approved reasonable accommodations

STEP 7

Implement accommodation as agreed upon during the Interactive Process.

The ADA Coordinator will ensure that any equipment, furniture, or other accommodation material is procured and in place

STEP 8

The ADA Coordinator will prepare a memo outlining approved reasonable accommodations with any details agreed upon during the interactive process. A draft memo may be circulated among participants to elicit feedback, and the final memo will undergo an internal review before distribution to all parties

STEP 9

The ADA Coordinator or designee may schedule periodic follow-up meetings with the requesting employee to evaluate and assess accommodations and may reinitiate the interactive process if appropriate.