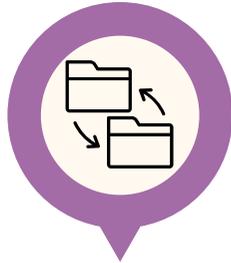


Requesting Accommodations

A Practical Guide



MAKE REQUEST

Request the accommodation and explain why it is needed.

PROVIDE INFORMATION

The employer may request documents, such as medical notes, to clarify limitations.

DISCUSSIONS

Join in on the conversation, with union reps or HR if needed.

CONFIRMATION

The employer should explain options and set deadlines.

WORK TOGETHER

Teamwork and communication are key to a successful process.

MOVING FORWARD

The process ends when the request is complete; change as needed.