

## Workplace Accommodations for Students with Disabilities

**REASONABLE ACCOMMODATIONS** are changes to the work environment that enable a person to perform a job. Example includes:

Making facilities accessible to and usable by persons with disabilities	Employee can bring equipment the employer is not required to provide
Job restructuring by reallocating nonessential job functions	Permitting use of accrued paid leave or unpaid leave for treatment
Part-time or modified work schedules	Reassignment to a vacant position
Obtaining or modifying equipment	Providing qualified readers or interpreters
Modifying testing materials and practices	Reserved parking

**UNIQUE HARDSHIP** is something that is difficult or expensive for an employer to accommodate. An employer does not have to provide accommodation if the hardship is in relation to:

- The nature and net cost of the accommodation
- The financial resources for the employer, including the size of the business, the number of employees and the corporate structure
- The type of business operation, including structure and functions of the workforce, and the administrative and fiscal relationship between the corporation and franchises or subsidiaries

**HOW TO REQUEST.** Under the Americans with Disabilities Act (ADA), no person with a disability is required to disclose a disability to their employer unless special accommodations are required of the company. If you have determined that an accommodation is necessary, you will need to:

- **Decide how you are going to make your request.** You can make your initial request in a face-to-face meeting, by e-mail or in a formal letter to your employer. There are no official forms for making a request under the ADA.
- **Decide who you are going to ask.** Generally, most people reach out to Human Resources. You also have the option of disclosing to your supervisor.
- **Briefly explain why you need an accommodation** because of a medical or mental health condition that falls under the ADA. Identify which tasks you foresee as potentially challenging with your disability.
- **Propose possible solutions and seek employer's input.** The employer may also suggest other alternatives for your consideration. For example, if you have severe anxiety, you might ask for an altered work schedule so you can attend therapy appointments. Or if you have scoliosis you might ask for a standing desk and periodic breaks.
- **Follow-up as needed.** If you don't receive a response in a reasonable amount of time, you should check with your employer and find out what the delay is or if you need to clarify your request or provide additional information.

**GET IT IN WRITING.** While not required, individuals with disabilities are encouraged to document accommodation requests in case there is ever a future dispute.

We recommend you visit the [Job Accommodation Network](#) for additional resources and advice.