## **Employee accommodation policy template**

[Organization Name]

Employee accommodation policy

### **Introduction**

[Organization name] is committed to ensuring that all employees, regardless of their abilities, have equal access to employment opportunities and a supportive work environment. In accordance with the Americans with Disabilities Act (ADA) and other relevant laws, the organization will provide reasonable accommodations to employees with disabilities and other needs they might have, unless doing so would cause an undue hardship.

### **Scope**

This policy applies to all [organization name] employees, including full-time, part-time, and contract employees.

### **Process for requesting and determining reasonable accommodations**

1. Employees who require a reasonable accommodation must notify their supervisor or HR representative in writing.  
2. The organization will engage in an interactive process with the employee to determine the most appropriate reasonable accommodation(s)  
3. The organization will consider the employee's request and determine whether the requested accommodation is reasonable and effective.  
4. The organization may request additional information or documentation to support the request, such as a doctor's note or a report from a vocational rehabilitation counselor.  
5. The organization will communicate its determination to the employee in writing, including the reason for any denial of the requested accommodation.

### **Examples of reasonable accommodations**

1. Modifications to the physical work environment, such as installing a wheelchair ramp or widening a doorway.  
2. Adaptive equipment, such as a screen reader or a standing desk.  
3. Modified work schedules, such as flexible start and end times or telecommuting.  
4. Job restructuring, such as reassigning non-essential job duties.  
5. Religious accommodations, such as time off for religious holidays or wearing certain attire or headcoverings.  
6. Family responsibilities, such as flexible work arrangements to care for a family member or parental leave to care for a newborn.  
7. Medical conditions, such as modifications to job duties or leave for medical treatment.  
8. Pregnancy and childbirth, such as modifications to job duties or leave for childcare.  
9. Military leave, such as time off for military training or deployment.

### **Confidentiality**

The organization will keep all employee disability-related information confidential and secure, in accordance with applicable laws and regulations.

### **Responsibilities**

1. Employees are responsible for notifying their supervisor or HR representative of their need for a reasonable accommodation.  
2. The organization is responsible for engaging in an interactive process with the employee to determine the most appropriate reasonable accommodation(s).  
3. The organization will provide reasonable accommodations, unless doing so would cause an undue hardship.

### **Effective Date**

This policy is effective [insert date] and supersedes all previous policies related to employee accommodations.  
Amendments

The organization reserves the right to amend or modify this policy at any time, without notice. The latest version of this policy will be available on the organization's intranet.

### **Acknowledgement**

By accepting employment with [organization name], employees acknowledge that they have read, understood, and will comply with the terms of this policy.

Signature

[Insert signature of authorized representative]

[Insert name and title of authorized representative]

[Insert date]

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