

SAMPLE REQUEST FOR REASONABLE ACCOMMODATION

Telework

TO: (Human Resources)
FROM: (Employee)
RE: Request for Reasonable Accommodation for Telework
DATE: (Today's Date)

This is a request for reasonable accommodation under the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

I am a person with a "disability" under state and federal laws. Due to my disability, I have the following limitation(s) of major life activities:

INSERT:

*List one or more limitations caused by your disability. However, **YOU DO NOT NEED TO PROVIDE A DIAGNOSIS**. Some possible limitations are: breathing, seeing, hearing, maintaining concentrating, walking, commuting to work, eating, standing, sitting, lifting, pushing, caring for oneself, sleeping, remaining pain free, sleeping, decreased stamina, working (only if no other limitation applies), **OR** You can also list limitations in major bodily functions such as: brain function, endocrine system, cell reproduction.*

Examples:

"Due to fatigue and other limitations caused by my disability, I am limited in commuting to work and/or coming in to the office on certain days, I therefore request that I be able to telework one - two days per week."

"Due to pain and the need to take medication, I therefore request that I be able to telework one - two days per week."

According to the ADA and the Equal Employment Opportunity Commission (EEOC), job restructuring can be a form of reasonable accommodation. See 42 U.S.C. § 12111(9)(B), *EEOC Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act*, and *EEOC Enforcement Guidance on Work At Home/Telework as a Reasonable Accommodation*; information can be found at: www.eeoc.gov.

Please let me know if you believe that reasonable medical documentation of my condition is required, or if you wish to propose alternative accommodations to those I have requested.

I am ready and willing to engage in the interactive process with you. I would appreciate the courtesy of a response within five business days.

Thank you.

(Sign Your Name)