

A reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform the essential functions of their position.

EOO is here to help you navigate. Please reach out with questions or submit a request at

bu.edu/eoo 



Introduction to the ADA

In accordance with the Americans with Disabilities Act Amendments Act of 2008 and the Pregnant Workers Fairness Act of 2017, Boston University provides reasonable accommodations to qualified individuals with disabilities and those who are pregnant or have a pregnancy-related condition who require accommodations to perform the essential functions of their positions.

To learn more about Boston University's policy on accommodations, please view the Policy here at bu.edu/eoo. The Equal Opportunity Office (EOO) is here to assist employees (faculty and staff) as they navigate the interactive dialogue and explore reasonable accommodations.

If you are a student, Disability and Access Services will be able to assist you should you require accommodations.



Understanding the Process/FAQs

What is considered a disability?

The ADA defines "person with a disability" to mean a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities
- Has a record of such impairment
- Or is regarded as having such an impairment. "Major life activities" include functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing and learning

When does an accommodation end?

The end date for an accommodation will be based on your medical documentation. Most accommodations require periodic assessment, and it is the employee's responsibility to submit updated medical documentation prior to the end date of the accommodations period if an extension or adjustment is needed. Prior to the reassessment date, a member of the accommodations team will check-in with both the employee and supervisor to ensure the accommodation has been successful and if a further extension is needed.



Navigating the process


- Step 1** Submit request via our website at bu.edu/eoo
- Step 2** Once a request is received by EOO, you will receive a Medical Verification Form. Send this form to your medical provider and ensure EOO receives it within 14 days.
- Step 3** EOO will facilitate an interactive dialogue with you and your direct supervisor. During the interactive dialogue, we explore potential reasonable accommodations.
- Step 4** Once a decision is reached and documented between the employee and their supervisor, the interactive dialogue will end.



CONTACT

 Phone: **617.358.1796**

 Email: **eoo@bu.edu**

 Address: **888 Commonwealth Ave
Suite 303
Boston, MA 02215**

bu.edu/eoo/reasonable-accommodations/



Boston University Equal Opportunity Office

Reasonable Accommodation



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