

# THE ACCOMMODATION PROCESS



1



We will confirm that the individual is an employee. We will send an introduction letter with a form for the medical provider to complete.

2



We will confirm that the medical provider has submitted sufficient medical documentation.

3



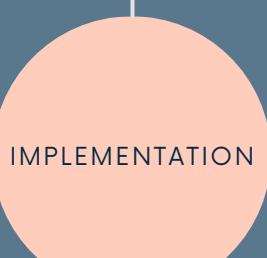
EOO will meet with the employee and supervisor to discuss possible reasonable accommodations and potential alternatives.

4



The department decides whether it can accommodate the request within EOOs framework. Once a decision is made, all relevant parties will be notified.

5



The agreed-upon accommodations will be implemented by the responding manager or appropriate decision maker, as planned

6



For permanent restrictions and ongoing restrictions, EOO will follow up to ensure the approved accommodation(s), as outlined in the approval memo, are effective for both the employee and the department.