

THE ACCOMMODATION PROCESS



1

REQUEST OR
REFERRAL
RECEIVED BY
EOO

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

SUPPORTING
MEDICAL
DOCUMENTATION
SUBMITTED

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

3

INTERACTIVE
DIALOGUE

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

4

DECISION

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

5

IMPLEMENTATION

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

6

REASSESSMENT

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.