

ADA Accommodation Checklist

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1. Understand Your Rights

The Americans with Disabilities Act (ADA) requires employers with 15 or more employees to provide reasonable accommodations for employees with disabilities. This means a change in the work environment or the way things are usually done.

- A "disability" under the ADA is a physical or mental impairment that substantially limits one or more major life activities.
- An accommodation is "reasonable" if it does not cause the employer undue hardship (significant difficulty or expense).

2. Identify a Reasonable Accommodation

Think about what changes would enable you to perform the essential functions of your job. Examples include:

- Modified work schedules or remote work options.
- Specialized equipment or software.
- Changes to your workspace.
- Reassignment to a vacant position.

3. Prepare Your Request

While a request can be verbal, it is often recommended to put it in writing. Your letter should generally include:

- A statement that you are an employee with a disability.
- A description of your job-related limitations.
- A suggestion for a possible accommodation.
- A request to engage in the "interactive process" to discuss solutions.

You are not always required to disclose your specific diagnosis.

4. Engage in the Interactive Process

After you make the request, your employer should discuss it with you to determine an effective accommodation. This is a collaborative process. Be prepared to discuss your needs and potential solutions.

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