



## Reasonable Accommodation Tracking Sheet

If you're dealing with a serious medical condition while working and trying to manage side effects from treatment at work, you may need changes to your work schedule, work space, or a workplace policy. For example, you may need to take off one day a week while undergoing treatment, or may need to work from home for a few days a month. There are some laws that may give you access to these changes.

The Americans with Disabilities Act (ADA) is a federal law that provides eligible individuals with disabilities protection against discrimination. Title I of the ADA not only provides protections against discrimination in the workplace but also gives eligible employees access to reasonable accommodations.

A reasonable accommodation is “any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.” Reasonable accommodations can be changes in work space, work schedules, or policies, that help you continue to do your job or return to work. Remember that when thinking about possible accommodations that might work for you, that they have to still be “reasonable.” And, one accommodation might not address all of the challenges you are facing, so you can request more than one accommodation.

For more information, read our Quick Guide to the ADA & Reasonable Accommodations ([TriageHealth.org/Quick-Guides/Reasonable-Accommodations](https://TriageHealth.org/Quick-Guides/Reasonable-Accommodations)) and Checklist to Reasonable Accommodations ([TriageHealth.org/Quick-Guides/Checklist-ReasonableAccommodations](https://TriageHealth.org/Quick-Guides/Checklist-ReasonableAccommodations)).

When you need to request a reasonable accommodation, it can be useful to track your communications with your employer. That way, you have a record of what has been discussed, implemented, and how it has been working for you. The following “Reasonable Accommodation Tracking Sheet” can help you document this process.

### Example: Mark

Mark has been working at a home and garden store for 6 months. He is currently getting treatment for severe anemia, but he hasn't taken any time off work because he already used his sick days and he doesn't have a disability insurance policy. If he took time off, he wouldn't be able to pay his bills. But, side effects of Mark's treatment have been affecting him at work. He is always tired, often feels sick to his stomach, and has numbness in his feet that comes and goes. Mark needs to keep working for the paycheck and health insurance coverage, but he also truly enjoys going to work. **Mark decides ask for a reasonable accommodation.** He talked to his health care team to deal with his upset stomach, but to manage his other side effects he needs to ask for reasonable accommodations from his employer.

- To deal with his fatigue: he may be able to get more breaks during his shift, or if he is less tired earlier in the day, maybe he can work an earlier shift.
- To deal with numbness in his feet: he may be able to move from working in the garden center to working at the paint counter or at a checkout counter, where he could sit on a stool.

Since Mark knows he can get more than one reasonable accommodation if he needs it, he decides to ask his supervisor if he could move to the paint counter **and** get additional breaks during his shift due to discomfort caused by treatment side effects. His employer agrees to the breaks, and schedules him for shifts at paint counter starting the following week. To make sure he has a record in writing, Mark sends his supervisor an email thanking him for taking the time to discuss the accommodations, and listing the changes they talked about. Mark monitors the situation as he gets treatment, making sure he takes his extra breaks and doesn't accidentally get scheduled for the garden center shift.

Action	Ideas/Notes	Contact Person	Phone Number	Date Contacted	Employer/Health Care Provider's Response
<b>Identify</b> your health effects and challenges at work					
<b>Research</b> information about your workplace (employer's policies and job responsibilities) and employment rights (ADA, state fair employment law, or if you are a federal employee - Rehabilitation Act of 1973)					
<b>Brainstorm</b> accommodations that might help address challenges at work					
<b>Talk</b> to your employer about their rules for reasonable accommodations, and let them know you need an adjustment at work (either in person or in writing).					
[If your employer requests documentation] <b>Ask</b> your health care team to complete the employer's form.					
[If your employer is taking a long time to respond to your request] <b>Follow up.</b> Under the ADA, there's not a specific deadline for employers to respond to a request, but unnecessary delays may be a violation of the ADA.					
[If your request is denied] <b>Find out</b> why. You may need to provide more information or suggest a different accommodation.					
[If you do not think your employer had a valid reason to deny your request or your employer will not tell you why they denied your request] <b>Appeal</b> the decision by working up the chain of command: file a grievance with your union if you have one, or file a complaint with the EEOC or your state fair employment agency.					
<b>Make sure</b> everyone is on the same page. You could ask to put your accommodations in writing, or, you could send an email thanking your supervisor for talking with you about your request for accommodations and list what was agreed to.					
<b>Monitor</b> how your accommodation is working for you.					

**Requesting a reasonable accommodation can feel intimidating, but making these requests can protect your job and health.**  
For more information about reasonable accommodations and navigating a medical condition at work, visit [TriageHealth.org](https://www.triagehealth.org).