



REASONABLE ACCOMODATION

KNOW YOUR RIGHTS



WHAT IS RA?

Any modification or adjustment to a job or the work environment/facility that will enable a qualified applicant or employee with a qualifying disability to participate in the application process or perform the essential functions of the position, unless to do so would cause an undue hardship to the activity.

Includes adjustments to assure that qualified individuals with a disability have rights and privileges in employment equal to those of employees without disabilities.



THE LAW

- ◆ *Rehabilitation Act of 1973*
- ◆ *Americans with Disabilities Act (ADA) of 1990*
- ◆ *Americans with Disabilities Amendments Act (ADAA) of 2008*



BENEFITS

- ◆ *Implementation of Accommodation*
- ◆ *30/60 Day Job Search for Non-Competitive Placement*
- ◆ *Disability Retirement/Transfer to Workers Compensation*

WHAT FORMS ARE USED TO SUBMIT A REQUEST FOR RA?

- ◆ **SECNAV 12306 - Confirmation of Reasonable Accommodation Request Form**
- ◆ **Interactive Discussion Work Sheet**
- ◆ **Documentation of Essential Functions**
- ◆ **Current Medical Documentation**

RA EXAMPLES

- ◆ **Facility Modification**
- ◆ **Job Restructuring**
- ◆ **Work Schedule/Policy Change**
- ◆ **Acquisition/Modification of Equipment**
- ◆ **LWOP, FMLA, Sick/Annual Leave**
- ◆ **Telework**
- ◆ **Reassignment (Last Resort)**



Reasonable Accommodation Office
Building 15, Floor 2 (Code N1EEO2)
Portsmouth, VA 23709
(757) 396-5512