



# Know Your Rights

## How to Request a Work Accommodation

*Employees with disabilities have a right to request accommodations to make their job more accessible.*

### How do I request a reasonable accommodation?

You only have to let your employer know that you need an adjustment or change at work for a reason related to a medical condition. You do not have to mention the ADA or use the phrase "reasonable accommodation."

Your request doesn't need to be in writing. However, asking over an email or on paper is helpful so you have record of asking for it in case there is an issue with the process later on. Your employer may write a memo or letter confirming your request. They also may ask you to fill out a form if they have a specific process they follow to keep records organized.

### Do I have to tell my employer that I have a disability?

Employers are only required to provide accommodations for employees with disabilities if they are aware of the disability. If you have a disability and need an accommodation to apply for the position or to perform the essential functions of the job, you must tell your employer.

### How much medical information do I have to provide to my employer?

Some people may want to limit the amount of personal medical information you initially give to your employer. You can inform your employer about what you are having trouble doing, that the problem is related to a disability, and your accommodation ideas. Keep in mind that employers have the right to request additional medical information, and not providing it may result in the denial of your accommodation request.

### What accommodations can I request?

An accommodation helps a person with a disability have equal job opportunities. Employers must give "reasonable" accommodations. This means you can ask for any accommodation that is needed due to the disability and considered reasonable.

Some examples include modified work schedules, working from home, changing training materials or organization policies, and making a workspace more accessible.

Employers must provide accommodations unless it would cause an undue burden or hardship on the employer or company. An undue hardship means that an accommodation is too much money, significant, or disruptive and would negatively impact how the business can function. Employers must consider their resources and funding to decide if an accommodation request would be an undue hardship.



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### What if my employer denies my accommodation request?

If your employer denies your request, try to find out why so you know what to do next. You may need to show more documentation to prove your disability-related needs. Or, if the accommodation would be an undue hardship, try to suggest other accommodation ideas.

If you do not think your employer had a valid reason to deny your request, or the employer will not tell you why they denied it, you can challenge their decision by talking to someone higher up in your company, contacting your union if you have one, or filing a complaint with the U.S. Equal Employment Opportunity Commission (EEOC), Florida Commission on Human Relations (FCHR), or your state enforcing agency.

### What if I need another accommodation in the future?

Accommodations are an ongoing cooperative process. You can ask for more than one accommodation, and what you need may change over time. Employers are required to evaluate each request for reasonable accommodation individually.

### What if my employer retaliates against me for requesting an accommodation?

If your employer retaliates against you for requesting an accommodation, you should report the retaliation to someone higher up in the company or agency or contact the EEOC or FCHR immediately. Your rights are protected against unlawful employment discrimination.

### When to Contact Disability Rights Florida

If you are experiencing employment discrimination related to your disability, you can contact Disability Rights Florida through our online intake form or call us at 800-342-0823 or TDD at 800-346-4127.