



Employment

Checklist: Reasonable Accommodations

*Ann has decided to work through her cancer treatment, as a cashier at a supermarket. She is having trouble with fatigue and is limited in how long she can stand at a time. She also has to constantly drink water because of the effect of her treatment, and as a result, she has to use the restroom often. The supermarket does not allow employees to have beverages at the checkout stand and she is only allowed breaks every 4 hours. **Can Ann use reasonable accommodations at work?***

- **Identify what is challenging at work.**
 - Space? Policy? Schedule? Workload? Other things?
- **Gather information.**
 - Your job responsibilities and past job performance
 - Your treatment information (e.g., other possible side effects, schedule, etc.)
 - Workplace policies (e.g., telecommuting, flex time, job sharing, etc.)
 - Workplace culture (e.g., other employee examples, past experiences, etc.)
 - Established process to ask for an accommodation
- **Understand your rights.**
 - Federal fair employment law – Americans with Disabilities Act (ADA)
 - Quick Guide to the ADA - [TriageHealth.org/quick-guides/ada](https://www.triagehealth.org/quick-guides/ada)
 - Quick Guide to Reasonable Accommodations - [TriageHealth.org/quick-guides/reasonable-accommodations](https://www.triagehealth.org/quick-guides/reasonable-accommodations)
 - Job Accommodation Network Guide - askjan.org/publications/individuals/employee-guide.cfm
 - State fair employment law - [TriageCancer.org/statelaws](https://www.triagecancer.org/statelaws)
 - Understand how these and other laws and benefits can work together
 - Quick Guide to How the FMLA Works with Other Benefits - [TriageHealth.org/quick-guides/fmla-otherbenefits](https://www.triagehealth.org/quick-guides/fmla-otherbenefits)
- **Come up with a plan.**
 - Think creatively about what could help address the challenges you are facing at work
 - Everything is on the table (unless it is “unreasonable” or is an “undue hardship” on your employer)
 - Come up with a list of options that might help. They might not pick your first choice, but what they pick has to be effective. Get ideas from the Job Accommodation Network (askjan.org/media/Cancer.html)
 - You can also get more than one accommodation.
 - Decide who to first approach to ask for your accommodation (e.g., supervisor, human resources representative, etc.)
 - Identify the best time AND best way to ask for your accommodation (e.g., in-person, in writing, does your employer have an established process to ask for an accommodation, etc.)

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- **Make sure everyone is on the same page.**
 - Get it in writing. After you request an accommodation, it is important to document it. Your employer may have a process for this. It could be as simple as sending an email thanking your employer for having the conversation and agreeing to a specific accommodation(s). This can help avoid miscommunication and issues down the road.
 - Make your disclosure preferences known (e.g., to supervisors, co-workers, etc.)
 - If you chose to go to HR and don't want your supervisor to know about your medical condition, HR can only share that you have been granted a specific accommodation.
 - Understand the interactive process: askjan.org/topics/interactive.cfm
 - Your needs may change over time. You can ask for new accommodations.

For more information, see our Employment Topics Page (TriageHealth.org/employment) and watch our animated video (vimeo.com/312200415), and recorded webinar (vimeo.com/411166080) on Dealing with Side Effects at Work.

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