

**Employee initiates accommodation request**

**Contacts University ADA Services**  
Process and confidentiality are discussed

**Contacts Supervisor**  
Supervisor refers the employee to University ADA Services

HR Representative if needed

Letter to the treating professional to send documentation (records) to University ADA Services

**Records are received**

- University ADA Services and employee review records
- Determine if employee meets the definition of disability

Need for accommodation not established. Alternate referrals

**Referrals**

- Environmental Health and Safety Services
- HR Representative
- Ergonomics
- Family Medical Leave
- Workers' Compensation
- Return to work
- SARC (Student Accessibility Resource Center)

Need for accommodation established

**University ADA services, employee, and supervisor**

- Evaluate the job/essential functions
- Discuss employee's specific abilities and limitations
- Identify potential accommodations

Reasonable accommodation identified

Accommodation request form signed and returned to University ADA Services

University ADA Services conducts review in 3 months if needed

No reasonable accommodation identified