

Employee Procedures for Requesting Reasonable Accommodations for Pregnancy, Childbirth and Pregnancy-Related Conditions

Initiate a Request

The employee is responsible for requesting a workplace accommodation due to pregnancy, childbirth and other pregnant-related medical conditions. The request should be made to the Human Resources (HR) Accommodations Coordinator by submitting a [New Accommodation Request in AbsenceTracker](#).

Engage in an Interactive Dialogue

The employee is to engage in an interactive dialogue with the HR Accommodations Coordinator to provide information about the requested accommodation, how the accommodation will allow the employee to perform the essential functions of their job, and other information as may be necessary to determine an appropriate and reasonable accommodation.

Provide Supporting Documentation

If appropriate, the employee may be asked to have their physician complete the Medical Inquiry Form. The completed Medical Inquiry Form allows the HR Accommodations Coordinator to evaluate whether the employee has known physical and/or mental impairments due to pregnancy, childbirth or other pregnancy-related medical conditions, and to understand the employee's ability to perform the essential functions of their job with or without an accommodation. It allows the physician an opportunity to recommend accommodations.

Examples of impairments relating to pregnancy that may be the basis for a requested reasonable accommodation include, but are not limited to: "high risk" pregnancy; preeclampsia; cervical insufficiency; postpartum depression or anxiety; pregnancy-related anemia; pregnancy-related sciatica; pregnancy-related carpal tunnel syndrome; gestational diabetes; severe dehydration; abnormal heart rhythms; swelling, especially in the legs; pelvic inflammation; symphysis pubis dysfunction; complications from breech presentation; and other medical conditions which become exacerbated due to changing medication regimen as a result of pregnancy. Note that conditions that arise during the pregnancy or following delivery may also be eligible for consideration for accommodation.

Determine a Reasonable Accommodation (if any)

If a determination is made that the employee has physical and/or mental impairments due to pregnancy, childbirth or other pregnancy-related medical conditions, then the HR Accommodations Coordinator will consult with the employee and the employee's supervisor as necessary to respond to the request and to assess whether a particular accommodation will be reasonable and effective.

Reasonable accommodations for pregnancy are determined on a case-by-case basis, and may include, but are not limited to: schedule changes; more frequent or longer breaks; periodic rest; reduced work hours; permission to sit while working; modifying or providing different equipment or devices, such as a chair; uniform/safety apparel to accommodate changed body proportions; temporary job restructuring to remove essential tasks the employee can no longer do, or can do only with difficulty or pain; remote work from home; light duty; assistance with lifting or other manual labor; temporary transfers to less strenuous or hazardous work in an open position; a leave of absence; or any other accommodations that may be reasonable and appropriate for pregnancy, childbirth or other pregnancy-related medical conditions.

The HR Accommodations Coordinator will notify the employee and the employee's supervisor of any recommended reasonable accommodations in a timely manner. After the reasonable accommodations are implemented, the employee should contact the HR Accommodations Coordinator in the event the reasonable accommodations are not effective or if the employee needs different or additional accommodations.

If the HR Accommodations Coordinator determines that the employee does not have known physical and/or mental impairments due to pregnancy, childbirth or other pregnancy-related medical conditions, the HR Accommodations Coordinator will inform the employee of that determination and refer the employee to any other appropriate services.