



A well-structured and reasonable accommodation process is essential for minimizing legal risks. Employers are required by law to engage in the interactive process, which includes recognizing when an employee requests an accommodation and seeking only the medical information necessary to evaluate that request. Finding the right balance ensures employers obtain the necessary information to understand an employee's restrictions, limitations, and anticipated timeframe—without overstepping legal boundaries.

Establishing clear process steps, standardized forms, and consistent communications supports compliance and helps minimize liability. This approach ensures each request is reviewed on an individualized basis.

**The Reasonable Accommodation Compliance Guide includes:**

- Template communications
- Interactive discussion templates
- Accommodation and assessment request forms
- Healthcare provider forms
- Past due medical information notices
- Leave hardship form

If you would like to obtain the Reasonable Accommodation Compliance Guide, please contact the Ogletree Deakins attorney with whom you work for additional information.