

# Getting Accommodations at Work

According to the Americans with Disabilities Act (ADA) companies can provide accommodations to employees. An “accommodation” is any change of the job to allow a person to complete their work. This resource provides information about how to get accommodations at work.

## When should I request accommodations at work?

It is important to ask for accommodations as soon as possible. You can ask for accommodations on the application, during the interview, or when you start your job.

## How do I request accommodations?

You can ask your job for accommodations in writing or face-to-face. If you ask for accommodations, your boss has the right to ask for more information about your disability.

## Do I have to disclose my diagnosis?

- You do not have to tell your boss about your disability if you do not want or need accommodations for your job. You do have to tell your boss about your disability to receive accommodations for work.
- If you do not know how to disclose your disability, read ASERT’s Self-Disclosure at Work.



## What type of information will I need to provide about my disability?

Your boss can decide information they want. Some may need basic information about your disability, while others may ask for medical records.

## What types of accommodations can I request?

- You can ask for any “reasonable” accommodation. Some examples may include a different work schedule, advance notice of meetings or changes in schedule, list of concrete daily goals, and unchanging work schedule.
- You might ask for accommodations but might not get them. The ADA would call these “unreasonable requests” because they would cause hardship to the company. These are accommodations such as removing important functions of the job or lowering production standards.

