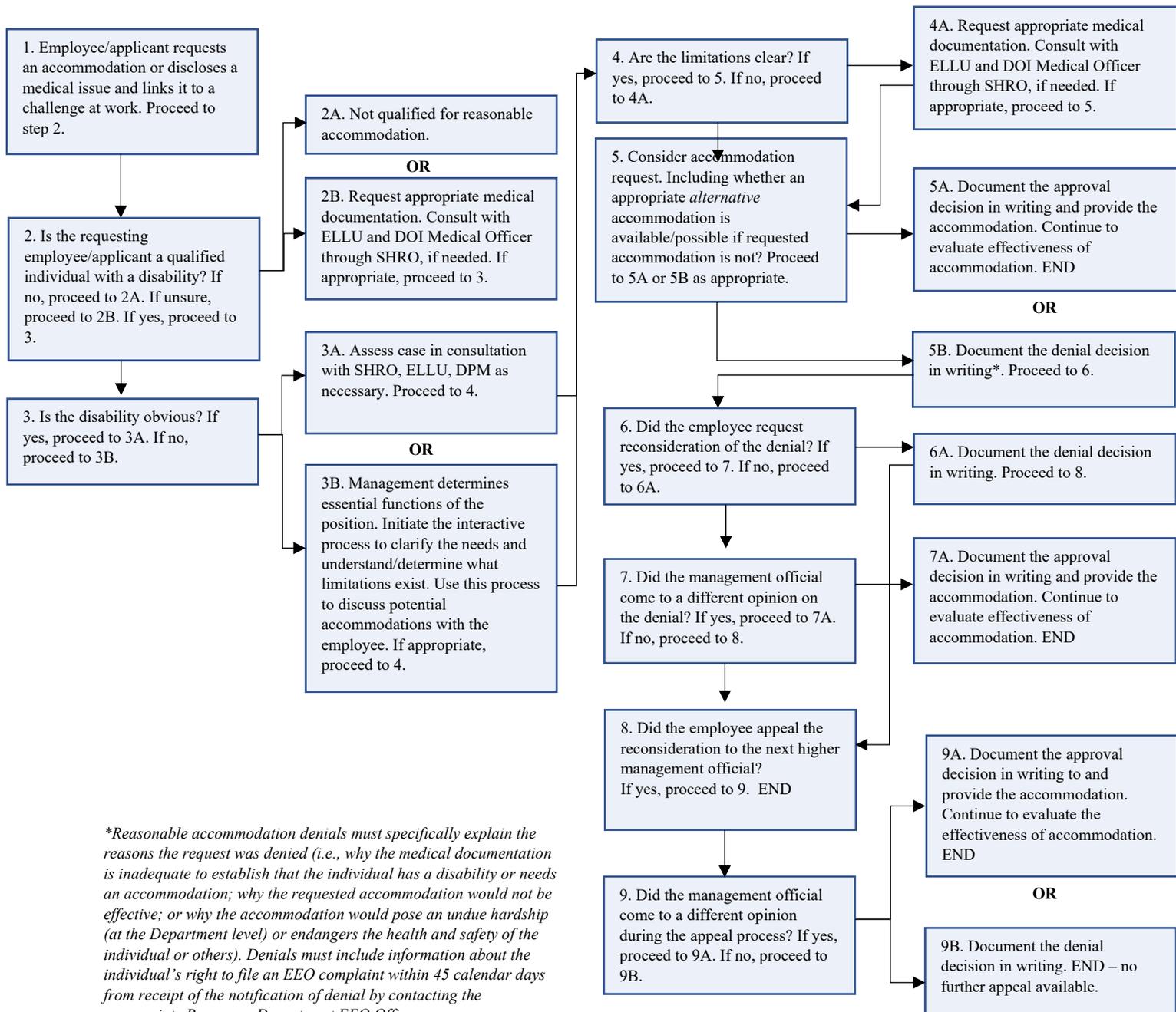


REASONABLE ACCOMMODATION PROCESS FLOW CHART

The Reasonable Accommodation process is an *Interactive Communication* process. Both management and the requesting employee have a responsibility to engage in an on-going interactive dialogue. Resources are available, such as Collaborative and Alternative Dispute Resolution (CADR), to ensure productive communication sessions. Refer to the Reasonable Accommodation Policy for detailed information on the process and associated timeframes.



**Reasonable accommodation denials must specifically explain the reasons the request was denied (i.e., why the medical documentation is inadequate to establish that the individual has a disability or needs an accommodation; why the requested accommodation would not be effective; or why the accommodation would pose an undue hardship (at the Department level) or endangers the health and safety of the individual or others). Denials must include information about the individual's right to file an EEO complaint within 45 calendar days from receipt of the notification of denial by contacting the appropriate Bureau or Department EEO Office.*