

# Requesting Accommodations

Employee Resource

A reasonable accommodation request enables you to ask your employer for adjustments to your workplace that will help you be more successful. Once a request is submitted, employers are required to engage in an interactive process to determine what accommodations, if any, will be granted.

Employers are required to provide you with an effective accommodation, as long as it does not cause undue hardship. Undue hardship might mean very high costs or difficulty of implementation. It's important to note that an employer is not obligated to remove essential functions of the job.



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The [Americans with Disabilities Act](#) outlines responsibilities for most employers, but does not apply to small private companies with under 15 employees. These organizations can still choose to assist with accommodations.

You can request an accommodation at any time – including during the interview process and throughout your employment tenure.

When you submit a request for accommodation, you will likely work with your organization's Human Resources department. They may ask for related medical information to document the accommodation.



For more information on accommodations, visit the [Job Accommodation Network](#), a free resource!

*This document is intended to provide best practices informed by research, subject expertise, and input from neurodivergent professionals. It does not contain official legal or HR advice.*

We are always seeking improvement in our pursuit of disability inclusion. [Please provide your feedback here.](#)

## Everyone's request for accommodations will be different. This template is intended to provide sample language and ideas you can use to create something unique to you!

It's important to document your request in writing, such as email. Choose the 1 or 2 accommodations that pertain to you. This is not an exhaustive list.

*Don't see the accommodation you need? Create your own!*

Date

Dear [Insert name of manager or HR Rep]

I am writing to request accommodations under the Americans with Disabilities Act that will enable me to perform my job duties effectively. Specifically, I would like to request the following supports:

### 1. Flexible work arrangements: (examples below)

- a. I would like to request a modified work schedule that allows me to work from home two days per week. This will allow me the quiet environment I need to focus, decrease stress from social pressures, and enhance my productivity.
- b. I would like to request a modified work schedule that allows me to schedule meetings in the mornings, as this is when I am at my peak productivity time. While I understand that it may not always be feasible, I appreciate your efforts to accommodate to the greatest extent possible.
- c. I would like to request a flexible schedule to allow for the breaks I may require. I am most productive when I can take 10-minute walks every hour. While I understand that it may not always be feasible, I appreciate your efforts to accommodate to the greatest extent possible.

### 2. Accommodations for sensory needs (examples below)

- a. I would like to request a quiet workspace to reduce sensory overload, and permission to wear noise-cancelling headphones while I work.
- b. I would like to request alternative lighting to reduce sensory overload. When possible, I would like to eliminate overhead or LED lighting and to request softer lighting options, such as lamps.
- c. I would like to request an individual temperature control space. Due to my medical condition, I can become overheated easily and require cooling methods such as air condition or fans.
- d. I would like to request a scent free environment to reduce sensory overload. Please help to eliminate strong perfumes, highly scented lotions, or other types of air fresheners.

### 3. Accommodations for physical needs (examples below)

- a. I am requesting a standing desk. Being able to stand while working, will allow me to move when needed, enhancing my ability to stay on task for longer periods of time.
- b. I would like to request a move n' sit cushion for my workspace as this will provide some sensory input and enhance my ability to focus in the workplace.

These supports will help me perform my job duties effectively and contribute to my success and input to the team. I look forward to discussing this accommodation with you, and finding a solution that works best for both me and the organization. Please let me know if you have questions or if there is any additional information you require.

Thank you for your time and consideration.

Sincerely,

[Your name]

[Your best contact info]

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