



REQUESTING PREGNANCY ACCOMMODATIONS AT WORK

FREE CHECKLIST



WE FIGHT FOR
REGULAR PEOPLE.
YOU FOCUS ON
HEALING.

Use this checklist to stay organized and protect your rights before, during, and after requesting a pregnancy accommodation at work.



1. BEFORE YOU MAKE YOUR REQUEST

- ☐ Read your employee handbook.
- ☐ Obtain a doctor's note or medical documentation if your healthcare provider has recommended work restrictions.
- ☐ Decide what accommodation will allow you to safely perform your job.
- ☐ Consider whether your employer has provided similar accommodations to other employees.



2. MAKE THE REQUEST

- ☐ Submit your request in writing whenever possible.
- ☐ Clearly describe the accommodation you are requesting.
- ☐ Save copies of every email, letter, text message, or other communication.



3. SAVE THESE IMPORTANT DOCUMENTS

- | | |
|--|---|
| ☐ Doctor's notes | ☐ Work schedules |
| ☐ Medical restrictions | ☐ Job description |
| ☐ Emails | ☐ Employee handbook |
| ☐ Text messages | ☐ Disciplinary notices |
| ☐ Performance evaluations | ☐ Pay stubs |
| | ☐ Attendance records (if applicable) |



4. KEEP A TIMELINE

Record:

- ☐ Date you informed your employer of your pregnancy.
- ☐ Date you requested an accommodation.
- ☐ Who received your request.
- ☐ Your employer's response.
- ☐ Dates of follow-up meetings or conversations.
- ☐ Any changes to your duties, schedule, pay, or supervisor.
- ☐ Any disciplinary action taken against you.
- ☐ Date of termination (if applicable).



TIMELINE NOTES

Use this space to keep a record of key dates and what happened.



5. WATCH FOR WARNING SIGNS

- ☐ Your accommodation request is ignored.
- ☐ You are told to take unpaid leave without discussing accommodations.
- ☐ Your work hours are reduced after requesting accommodations.
- ☐ Your job duties become less favorable because of your pregnancy.
- ☐ You receive unexpected disciplinary write-ups.
- ☐ You are demoted or reassigned.
- ☐ You are terminated shortly after requesting accommodations.



6. BEFORE YOU SIGN ANYTHING

- ☐ Read every document carefully.
- ☐ Do not feel pressured to sign immediately.
- ☐ Consider having an employment attorney review any severance agreement, release, or disciplinary document before signing.



NEED HELP?

If you believe your employer refused to provide a reasonable pregnancy accommodation or treated you unfairly because of your pregnancy, Alvarez Legal is here to help.

Call us today for a free consultation.

You pay nothing unless we win.



SCAN TO
VISIT OUR
WEBSITE



WE FIGHT FOR
REGULAR PEOPLE.



WE HANDLE THE INSURANCE.
YOU FOCUS ON HEALING.



NO FEE UNLESS
WE WIN YOUR CASE.