



How to Request *Workplace Accommodations*

A practical guide for neurodivergent professionals

You don't have to figure it all out before you ask. Start with the barrier, identify what could help, and begin the conversation.

01 Identify the Barrier

What is making it harder to do your job?

Think about:

- Sensory overload
- Communication or processing
- Focus or executive functioning
- Scheduling or transitions
- Organization or task management

Ask: What workplace change would help me perform my job effectively?

02 Identify What You Need

Consider accommodation that addresses the barrier.

Examples:

- Written instructions or meeting follow-ups
- Quiet workspace or noise reduction
- Flexible scheduling or breaks
- Clear priorities and deadlines
- Alternative communication methods
- Assistive technology
- You don't need to know about the “perfect” accommodation before you ask.

03 Make the Request

Find out who handles accommodation at your workplace, such as HR or an accommodation coordinator.

You can say:

“I am requesting reasonable accommodation because of a disability. I am experiencing [barrier], and I believe [accommodation] would help me perform my job effectively.”

You don't have to use the words “ADA” or “reasonable accommodation” to make a request.

04 Provide Documentation

Your employer may request (some do not) reasonable documentation when your disability or need for accommodation isn't obvious.

Documentation may address:

- Your relevant limitations
- How they affect your work
- Why accommodation is needed

Focus on what is relevant. You generally don't need to provide your entire medical history. Medical documentation is typically kept separate from your personnel file and shared only on a strict need-to-know basis.

05 Participate in the Process

Work with your employer to discuss possible solutions. This is called the interactive process.

- Ask about interim support: While your formal request is being reviewed, inquire if temporary solutions can be put in place.
- Set expectations: Ask for an estimated timeline.

Keep records of:

- Your request
- Emails and meetings
- Documentation provided
- Proposed accommodation
- Decisions and implementation

When possible, put important communications in writing.

06 Follow Up

An accommodation should address the workplace barrier.

If it's not working:

Speak up → Document → Reassess → Discuss alternatives

- Escalation path: If a request is unreasonably delayed, denied, or if you face pushback during the interactive process, consult your employee handbook, reach out to an employee resource group, or connect with external advocacy resources.

Your needs can change, and accommodation may need to change too.

KEEP IN MIND

This card gives you a quick overview, but workplace accommodation involves a lot of moving parts; interactive processes, legal compliance, and individualized planning.

Don't try to figure it out alone.

Scan the QR code below to schedule a consultation with us.

NEED MORE SUPPORT OR HELP PUTTING THIS INTO ACTION?

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www.ndinclusion.org/neurorights

