

Accommodation Request Procedure

Application

Use this procedure to request, investigate, and act on Employee requests for workplace accommodation.

Resources

- Current government information on workplace accommodation.
- Functional Abilities Assessment form
- Modified Duties / Return to Work form

Procedure

Any Employee

- 1) As soon as you become aware of it, inform the Human Resources Manager of your potential need for accommodation.

Human Resources Manager

Within one business day of the initial request:

- 1) Inform the CEO of the accommodation request from the employee.
- 2) Provide the Employee with current provincial government information on accommodation in the workplace.

Human Resources Manager

Within three business days of the initial request:

- 1) Interview the Employee to obtain:
 - a) What accommodation is sought
 - b) Why the accommodation is being sought
 - c) Supporting documents or evidence
 - d) Expected timeframe for the accommodation
- 2) If required to make an informed decision:
 - a) Request additional information from the Employee.
 - b) Have the Employee's healthcare provider complete and return a Functional Abilities Assessment form.

Human Resources Manager

Within 14 days of the initial request:

- 1) Review the accommodation information provided by the Employee.
- 2) Generate potential accommodation options, if any.
- 3) Review the list of options with CEO and select from the list those that do not impart undue hardship on ABC Inc.
- 4) Present the accommodation options to the Employee, if any. If no options exist, communicate as such to the Employee.
- 5) Draft and execute with the Employee a Modified Duties / Return to Work form.
- 6) Initiate the accommodations.

Human Resources Manager

- 1) On an ongoing basis, manage outstanding accommodation and return to work programs.
- 2) On a quarterly basis, review with the CEO all active workplace request processes, accommodations, and return-to-work programs.

Version Control

- Version: 1.22
- Revised: March 18, 2024