How to request a reasonable accommodation at work

Steps you can take:

When it comes to requesting a reasonable accommodation at work, every situation is unique. Here’s what the process can look like.

#1: What barriers do you face?

#2: What’s the simplest fix?

#3: Get medical documentation.

#4: Explain to your supervisor your request.

#5: Provide additional information

#6: Talk with your supervisor. Try different accommodations to find one that works.

#7: If your supervisor refuses to negotiate, approach a higher-up.

#8: File a complaint with the Oregon Bureau of Labor and Industries.

Source: [www.droregon.org](http://www.droregon.org). This guide is intended as best practices model for requesting a reasonable accommodation at work. It is not intended as legal advice. Not all steps are required in all cases. In some cases, the steps may occur out of order.