

What is the Reasonable Accommodations and PAS Process?

Activity/Requestor	Responsible	Timeline
Applicant, employee or his/her representative makes an oral or written request for a reasonable accommodation.	Selecting Official Supervisor Reasonable Accommodations (RA) Staff	Reasonable accommodation process begins immediately, but no more than 2 business days after the request. If request to supervisor, he/she forwards request to the RA Staff.
Special circumstances in which it is necessary to expedite processing, include: * applying for a job * where a specific agency activity is immediately scheduled to occur	Selecting Official Supervisor RA Staff	Expedite the processing of reasonable accommodation requests
Sends RA packet with forms and receives completed forms.	RA Staff	Sent within 2 business days.
Return completed forms to the RA Staff.	Applicant Employee	10 business days Extension may be granted.
Receives and reviews documents. Notifies employee if additional documentation is needed from the appropriate source. If no additional medical documentation is needed, make decision on whether the employee has qualifying disability and issues Eligibility Letter to employee and a copy to the supervisor.	RA Staff	2 business days
Interactive process	Employee Supervisor Representative (if desired) RA Staff (if desired)	7 business days
After interactive process, provide or deny accommodation.	Supervisor Decision Maker	7 business days