**REASONABLE ACCOMMODATION AND UNDUE HARDSHIP**

For purposes of the ADA Amendments Act (ADAAA), a reasonable accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities. Absent undue hardship, an employer is required to provide a reasonable accommodation to an otherwise qualified individual who meets the definition of disability under the ADAAA. A "qualified" individual means that the individual satisfies the requirements of the position the individual holds or desires and can perform the position’s essential functions with or without a reasonable accommodation.

An undue hardship (disability) refers to significant difficulty or expense which, when taken into account with the resources and mission of the agency, may excuse the agency from providing accommodation to an individual with a disability, such that the individual could perform the essential functions of a position.

Undue hardship (religion) refers to the financial burden on the operations of the employer when arrangements are made to allow an employee observe her religious beliefs and restrictions.

**WHAT ARE THE TYPES OF MEDICAL ACCOMMODATIONS?**

On a Case by Case Basis:
- Modifying a work site.
- Adjusting work schedules.
- Restructuring jobs.
- Acquiring or modifying equipment or devices.
- Obtaining accessible technology or other workplace adaptive equipment.
- Providing interpreters, assistive devices or readers.
- Reassigning employees to a vacant position based upon qualifications. (last resort)

**WHAT ARE THE TYPES OF RELIGION ACCOMMODATIONS?**

- Flexible scheduling
- Voluntary substitutes or swaps of shifts and assignments
- Legal transfer and/or change of job assignment
- Designating place to pray

**12220 Sunrise Valley Drive
Reston, VA 20191**

Phone: 703-390-6401
Fax: 703-390-6406
E-mail: bia_bia_eeo@bia.gov
WHO IS A PERSON WITH A DISABILITY?

According to the Americans With Disabilities Act Amendments Act (ADAAA), a person with a disability is an individual:

- who has a physical or mental impairment that substantially limits one or more of their major life activities;
- who has a record of such impairment; or
- Who has been regarded as having such an impairment.

WHAT IS A PHYSICAL OR MENTAL IMPAIRMENT?

A psychological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, mental or psychological disorders.

WHAT ARE MAJOR LIFE ACTIVITIES?

Basic activities that most people in the general population can perform with little or no difficulty. Examples of major life activities include: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working.

WHAT DOES IT MEAN WHEN ONE HAS A RECORD OF A DISABILITY?

An individual who was once misclassified as having a substantially limiting impairment, like a learning disability, but did not.

WHAT DOES IT MEAN TO REGARD AN INDIVIDUAL AS HAVING A DISABILITY?

If one takes actions prohibited by the ADA (e.g., failure to hire, termination, or demotion) based on an individual's impairment or on an impairment that the covered entity believes the individual has, unless an impairment is transitory (last 6 months or less).

This brochure is not intended to be a full guide to the reasonable accommodation process.