

## Memorandum of Understanding (MOU)

The following constitutes agreement between the Department of Veterans Affairs, (VA) and the American Federation of Government Employees, AFL-CIO, National Veterans Affairs Council #53 (NVAC) regarding VA Directive and Handbook entitled "Processing Request for Reasonable Accommodation by Employees and Applicants with Disabilities."

1. VA Directive 4. REFERENCES – remove "and" before Executive Order 13164 and add after E.O.; add "Collective Bargaining Agreements as appropriate."; after E.O.
2. VA Handbook 4. REQUESTING REASONABLE ACCOMMODATION – add new B. to read, "Where possible, interim accommodations will be made until such time as a decision has been made, so long as the accommodation enables the individual to perform the essential functions of their job. When management determines interim accommodations are not possible, they will provide a written explanation to the employee. Change old "b" to new "c".
3. VA Handbook 5. DETERMINING ACCOMMODATION – in b., first sentence replace "may" with "shall".
4. VA Handbook 8. TIME FRAME FOR PROCESSING REQUESTS FOR ACCOMMODATIONS – (1) second sentence change "20" to "14".
5. The appropriate Management Official upon receipt at the facility shall provide a copy of this MOU to the Local Union President.

  
For the Department (VA)

  
For National VA Council #53

3/22/02  
Date