



National Institutes of Health
Bethesda, Maryland 20892

<http://www.nih.gov>

Attachment B

FURTHER GUIDANCE REGARDING REASONABLE ACCOMMODATION FOR EMPLOYEES WITH DISABILITIES

In emergency situations, supervisors should be aware that individuals with disabilities have specific needs. In order to avoid misunderstandings during these periods, supervisors and employees should meet beforehand and discuss the employee's needs under various circumstances.

Supervisors should note that the employee with a disability is usually the best judge of his or her needs. The employee may have different needs before, during, and after inclement weather, depending on environmental conditions both in the air and on the ground. For example, snow removal equipment may make travel by mobility-impaired individuals even more difficult by creating insurmountable snowdrifts at curb cuts. Individual employees, even those with the same disability, may have different needs. Further, an employee's needs may change, even under similar weather and environmental conditions. Even seemingly mild weather or environmental conditions could be hazardous to a person with a disability.

In case circumstances exist that are not covered by previously determined agreements, supervisors should rely heavily on the feelings of the employee with a disability and should be flexible when making decisions. There may be conditions or circumstances not related to weather that could adversely affect persons with disabilities. These include, but are not limited to, the need to be discharged early to provide sufficient time for the employee to be traveling well before others who are being discharged at the same time; public transportation emergencies; and police and safety emergencies. In these situations, administrative leave may be granted, at the discretion of the supervisor.

ICs are encouraged to offer their employees with disabilities the option of working at home during inclement weather or other emergencies. The supervisor may, at his/her discretion, allow an employee to work at his/her personal residence in accordance with the NIH Telework Program policies and procedures. Participation in the Telework Program requires a "standing" telework agreement. This arrangement could reduce the need for the employee to use his/her own accrued leave during times of inclement weather or transportation/safety emergencies. More detailed information about this program can be found at:

<http://www1.od.nih.gov/oma/manualchapters/person/2300-600-1/>