



THE REASONABLE ACCOMMODATION PROCESS

The Rehabilitation Act of 1973 applies to the Postal Service™ and prohibits discrimination against qualified employees and job applicants with disabilities. The Act also imposes an obligation on the Postal Service to find reasonable ways to accommodate a qualified individual with a disability.

How to Initiate a Reasonable Accommodation Request

WHAT

The reasonable accommodation process is an informal, interactive process to determine if you are a qualified person with a disability and, if so, whether accommodation can be provided to enable you to enjoy equal employment opportunity in the application process or in Postal Service employment.

WHO

Any qualified person with a disability.

HOW

A Postal Service employee or someone acting on the employee's behalf may make a request orally or in writing to the employee's supervisor or manager or the local manager of Human Resources. An applicant or someone acting on the applicant's behalf may make a request orally or in writing to the examiner, the selecting official, or the local manager of Human Resources.

WHEN

Normally, you will receive a decision about your request within 20 business days from the date of your request if the requested accommodation is straightforward and no extenuating circumstances apply. In cases where substantiating documentation is required or where extenuating circumstances exist, you will be notified of the reason for the delay and the approximate date by which a decision is expected.

If you are a qualified individual with a disability and your request is denied, you will be notified of the decision and why, your right to file an EEO complaint, and any other appeal rights to which you may be entitled.

This poster is intended as a general reference for information purposes. See Handbook EL-307, *Reasonable Accommodation, An Interactive Process*, for detailed information on reasonable accommodation and the interactive process. Contact Human Resources for a copy of the handbook or access an online copy at: www.usps.com.