

RESOURCES BY ILANA JACQUELINE PATIENT ADVOCACY

www.ilanajacqueline.com | IlanaWrites@gmail.com | For Public Use

EMAIL TO REQUEST ACCOMODATIONS

Instructions for use: Copy the content of the email below, then alter the message to include your specific disease and necessary accomodations. Be brave, firm, and remember that you are valuable enough as an employee and a person to receive the accomodations you need.

"Dear **(HR DIRECTOR)**,

I'm reaching out to request disability accommodations for my role at **(COMPANY)**. I live with **(CONDITION)** and while I am qualified in skill, education, and experience for the position, to do my job to the best of my ability, I am reaching out for functional assistance with the following issues.

Living with **(CONDITION)** means I deal with **(USE ONLY THE FOLLOWING THAT APPLY TO YOU)**

- Chronic Fatigue
- Visual Impairment
- Hearing Impairment
- Chronic Pain
- Pulmonary Issues
- Poor Circulation
- Migraines
- Difficulty Walking Long Distances
- Difficulty Carrying or Moving Heavy Objects
- A Compromised Immune System
- Irritable Bowel Diseases
- Generalized Weakness
- Sensitivity to Sunlight
- Depression
- Anxiety
- Allergies
- (OTHER)

Some accommodations that would help me in doing my job to the best of my ability would be: **(CHOOSE ONLY THE ACCOMODATIONS THAT APPLY TO YOU)**

- Written job instructions when possible
- Prioritized job assignments
- Flexible work hours or a self-paced workload
- Rest periods
- Memory aids such as schedulers and organizers
- Time off for treatment, counseling
- Time off for doctor appointments, hospitalizations or surgeries
- Telephone calls during work hours with physicians or caregivers
- Reduced or eliminated physical exertion and workplace stress
- Implementing an ergonomic workstation design
- Flexible work schedule
- Mobility devices
- Removal of florescent lighting in my office
- A place to rest (Such as a loveseat or couch) in my office or a private room
- Computer monitor glare guards
- Fragrance-free workplace policy
- A modified dress code for temperature sensitivities

Due to the unpredictability/severity of my symptoms, at times I may need to work from home. I would be able to keep up with my workload if provided a **(COMPANY LAPTOP/CELL PHONE/WEBCAM/TABLET.)** I feel this is a reasonable accommodation in order to do my job effectively.

If it is needed to process this request, I can provide a letter from my physician citing my disability and its limitations.

Please let me know how else I can help in facilitating these accommodations and if you'd like to discuss in person.

All the best,

(YOU)

RESOURCES BY ILANA JACQUELINE PATIENT ADVOCACY