



## ***Flexible Work or Workplace Accommodation Application***

Pine Manor College requires that all PMC employees who seek to work from home (WFH), regardless of how many days per week that may be, are required to complete the application below to ensure transparency and equity in the WFH approval process.

Please complete the form below and submit the answers to your supervisor for approval, and then to Shelley Dropkin, Director of Human Resources.

Name:

Job Title:

Supervisor:

Supervisor Signature:

Date:

- I am requesting (Please indicate):  
\_\_\_\_ **Workplace Accommodation** under ADA (Americans with Disabilities Act) due to an actual or record of a disability (additional information will be requested);  
or,  
\_\_\_\_ **Flexible Work Arrangement**, which my supervisor and I have discussed and agreed to.
- Please describe the specific reason for the Workplace Accommodation or Flexible Work Agreement you are requesting?
- What is the specific date range for the Workplace Accommodation or Flexible Work Agreement?
- Describe how the Workplace Accommodation or Flexible Work Agreement will enable you to successfully perform the essential functions of your job?
- Describe any technology and resources that you need to be successful in your proposed schedule.

Please review this application with your supervisor, then submit to Shelley Dropkin, Director of Human Resources. Additional information may be

requested, whereupon your application will be reviewed. You will subsequently be informed of the status of your application.

For the purposes of this application, the following definitions of *Workplace Accommodation* and *Flexible Work Agreement* are as follows:

- **Workplace Accommodation** – Under the ADA (Americans with Disabilities Act) and in response to COVID-19, a reasonable workplace accommodation is any change to the job or work environment that allows a person with a disability who is qualified for the job to perform the essential functions of that job and enjoy equal employment opportunity.
  - To receive a reasonable workplace accommodation, the individual must have an “actual” or “record of” a disability.
  - There must be some connection between the impairment and the specific need for the accommodation.
  - COVID-19 alone is not considered a disability.
  - Caregivers of individuals with disabilities are not entitled to workplace accommodation under Federal ADA, but may be entitled to leave under FMLA (Family Medical Leave Act) or FFCRA (Family First Coronavirus Response Act) - <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
  
- **Flexible Work Agreement** – This is a two-way conversation between an employee and their supervisor.
  - Consideration is given to the needs of the employee which must be in considered balance with the requirements of the position and the needs of the College.
  - This agreement can include schooling and child care issues.