

Article 106
Administration of The American with Disabilities Act

Section 1. If an employee, who is not out on a disability or workers' compensation absence, presents restrictions or diminished work capabilities, from their health care provider, they will follow the procedures as stated in The American with Disabilities Act (ADA) Accommodations for Employees Policy (HR022).

Section 2. When an employee notifies his/her manager or Human Resources of a need for an accommodation, the employee is advised to complete a Request for Accommodation form and send the completed form to the Integrated Absence Department. Receipt of this request form will begin the interactive process as outlined below.

A. Upon receipt of a completed Request for Accommodation form, including any supporting documentation, Integrated Absence will review the Request and supporting documentation and conduct any follow up with the employee, the employee's medical provider, or Employee Health as may be required and per the ADA/ADAAA. Integrated Absence will notify site Human Resources and the employee's manager, and Employee Health of the employee's Request once all required supporting documentation has been received. Integrated Absence will be the coordinator of all ADA/ADAAA requests and accommodations.

~~B. Employee Health will schedule an appointment for the employee within three (3) business days of notification from Integrated Absence. During this appointment Employee Health will evaluate the employee to verify the employee's medical condition and the need for recommended restrictions. Immediately following the exam, Employee Health will send site Human Resources the results of the exam. These findings will be included as part of the ADA record.~~

~~C. B. Upon receipt of the exam results, Site Human Resources will review the Request for Accommodation form and the employee's job description including duties and responsibilities. Site Human Resources will engage the employee in an interactive dialog to discuss what accommodation would allow the employee to perform the essential functions of his/her job. Site Human Resources will work with the employee's manager to decide if the request for accommodation can be provided consistent with the ADA/ADAAA. Site Human Resources will send a response to the employee with a copy to the manager and Integrated Absence within seven (7) days of receipt of the exam results receiving the Request for Accommodation form from Integrated Absence.~~ If the accommodation cannot be made, site Human Resources will provide reason for denial of the request to the employee, with a copy to the manager and Integrated Absence. This communication will be made by way of the Human Resources Interactive Process form.

~~D. C~~ Integrated Absence will send an ADA/ADAA closure notification to the employee, employee's manager and site Human Resources when the accommodation period ends. This notification will offer the employee an opportunity to provide medical documentation to support continuation of his/her accommodation period.

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**Kaleida Health Master Negotiations 2025
Proposal**

Date Presented: March 4, 2025

E D. Integrated Absence will retain all ADA/ADAA records.

F E. If the accommodation requires use of a service animal, see policy IC.1, Visitation of Service Animals.

Section 3. The employer will offer a Union representative to be present during the ADA interactive process.

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