

THE UC WORKPLACE

ACCOMODATION LETTER

Use this template to formally request the adjustments you need.

Subject line: Request for Medical Accommodation - [Your Name]

Dear [Name of Supervisor or HR Representative],

I am writing to formally request workplace accommodations under the Americans with Disabilities Act (ADA).

I have a chronic gastrointestinal condition (ulcerative colitis) that affects my digestive and bowel functions. While I am fully capable of performing the essential functions of my role as a [Your Job Title], my condition can flare unpredictably, creating functional barriers in the workplace.

To allow me to continue performing my duties effectively, I am requesting the following reasonable accommodations:

- Restroom Access: Frequent and/or urgent access to a restroom without penalty or the need for advanced notice.
- Flexible Breaks: The ability to step away from my workstation or meetings briefly during symptomatic periods.
- Schedule Flexibility: [Optional: Select one] (e.g., A hybrid/remote work option during flares / A flexible start time / Unpaid leave for medical appointments and infusions).

I am committed to my role and believe these adjustments will allow me to maintain my productivity while managing my health. I am happy to provide medical documentation from my healthcare provider and participate in the interactive process to find a solution that works for both me and the company.

Please let me know a convenient time to discuss this further.

Sincerely,
[Your Name] [Your Employee ID, if applicable]

Directions: Copy, paste, and fill in the bracketed information. You can send this to HR or your direct supervisor.