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## EDUCATION LAW ALERT

### EEOC Informal Discussion Letter Highlights Best Practices for ADA Reasonable Accommodation Policies and Forms

The United States Equal Employment Opportunity Commission (EEOC) recently issued an informal discussion letter in response to a letter inquiry from an employer concerning a sample reasonable accommodation policy and accompanying sample forms. The EEOC's informal letter, which does not rise to the level of a formal opinion of the EEOC, is still instructive and underscores the potential legal pitfalls that employers face in handling reasonable accommodation requests by employees with impairments. The letter also offers some good practice pointers to help employers navigate the reasonable accommodation requirements under the Americans with Disabilities Act. In any event, each employee request for an accommodation should be examined carefully on its own merits, and advice of counsel should be sought by the employer if questions arise. According to the EEOC, "one size does not fit all."

A full version of the EEOC's Informal Discussion Letter, dated February 25, 2014, is available here: [http://www.eeoc.gov/eeoc/foia/letters/2014/ada\\_reasonable\\_accommodation\\_02\\_25.html](http://www.eeoc.gov/eeoc/foia/letters/2014/ada_reasonable_accommodation_02_25.html)

**This alert can also be read on our Education Law blog:** <http://www.hancocklaw.com/education-law-blog/>

**If you have any questions or would like more information on the issues discussed in this communication, please contact any of the following Hancock Estabrook attorneys:**

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