



**Human Resource Services POLICY RESOURCES**

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Applies to:	<b>Marshall University</b>
Title:	<b>Timeline for ADA Accommodation</b>
Number:	<b>MU-HR-36</b>
Effective Date:	10/11/01
Last Revision Date:	05/01/06

A Marshall University (hereinafter the University) employee may request workplace accommodation under the provisions of the Americans with Disabilities Act of 1990 (ADA). A request for accommodation shall be deemed to be complete when (1) the request for accommodation is communicated in writing to the Director of Equity Programs and (2) when documentation from the employee's physician describing the employee's health condition, prognosis, and need for accommodation is received by the Director of Equity Programs. The date on which a request for accommodation under the ADA is deemed complete shall be noted and preserved.

The University shall communicate in writing to the employee the results of the request for accommodation within 30 working days of the date the request for accommodation is deemed complete. The specific accommodation, if any, determined feasible by the University, will be put into place within a reasonable length of time. If the requested accommodation cannot be provided within the 30 working day limit above, the University will communicate in writing the date at which it expects the accommodation to be put into place.

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