

THE MEDICAL COLLEGE OF GEORGIA

ADMINISTRATIVE POLICIES AND PROCEDURES

Office of Primary Responsibility
AA/EEO Office

Subject:
Temporary Accommodation for Employees with
Temporary Disability

1.0 Purpose

To establish the policy for qualified employees who have temporary disabilities for which they request temporary accommodations. Temporary accommodation will be reviewed on a case-by-case basis by the requesting employee's department head, and recommended to the AA/EEO Office, if deemed necessary. In either case, the AA/EEO must be notified of the temporary accommodation using form EEO-MSTA, *Medical Status for Temporary Accommodations*, with a copy sent to Human Resources, employment section.

2.0 Policy

MCG recognizes that employee's with temporary disabilities can be productive employees; therefore, MCG will attempt to temporarily accommodate such employees when requested, if requests are deemed reasonable.

3.0 Procedure

The employee should initiate a request for temporary accommodations by completing request form (EEO-1). The completed form should be reviewed with his/her immediate supervisor and forwarded to the department head for review and approval. In the event that the requesting employee and his/her department cannot agree on temporary accommodations, where possible, the request may then be appealed to the AA/EEO Officer. The AA/EEO Officer, through, their internal review process, will have final approval or disapproval. The department head, the requesting employee and Human Resources will be notified of AA's decision.

4.0 Who is Covered by this Policy

Any employee of the Medical College of Georgia who has a temporary disability and who requests temporary accommodations from their department manager/chair.