

## SEEKING WORKPLACE ACCOMMODATIONS

Employees who are experiencing a mental health condition may find it necessary to seek reasonable accommodations, such as changes in schedules, work location, and other work conditions. The [Job Accommodation Network](#) provides information on accommodations for mental health conditions that might be helpful to consider. This resource provides guidance on factors to consider in seeking a reasonable accommodation or requesting leave.

### Starting by having a collaborative conversation with your supervisor or Human Resources

- Under the [Americans with Disabilities Act \(ADA\)](#), employers provide accommodations if you have a qualifying disability, the employer is made aware, and you can perform the essential functions of your job with an accommodation. You will likely be required to submit medical documentation.
- Discuss with your treating provider what accommodation(s) would help you at work.
- Share what you are having trouble with and what reasonable accommodation(s) you think would be helpful. Emphasize that the accommodation will help improve your productivity. Submit your request in writing.
- The [Job Accommodation Network](#) provides guidance on how to write a letter requesting an accommodation. Remember to include medical documentation justifying the need for the requested accommodation.
- Suggest a trial period of a few weeks or months so your employer can see that the change will not be disruptive.



# SEEKING ACCOMMODATIONS & LEAVE



## If your request for accommodations is denied

Consider reaching out to the [ADA Infoline](#) to learn more about your rights. If you are experiencing confusion about your rights, consider consulting an employment lawyer about qualifying for accommodations with a disability under the ADA, reasonable accommodations, and related issues.

## SEEKING A LEAVE OF ABSENCE

If mental health challenges are hindering your work, taking a leave of absence may be necessary. Under the [Family and Medical Leave Act \(FMLA\)](#), covered employers must provide up to 12 weeks of job-protected leave to eligible employees. This allows you, should you qualify for this leave, the time needed to focus on your treatment and recovery or to support a family member with a mental health or other qualifying health condition.

The [U.S. Department of Labor](#) has developed a series of multimedia resources to help employers create workplaces that prioritize mental health. These resources are also extremely helpful for employees interested in learning more about their mental health rights and options at work.

Scan the QR code for more resources

NAMI. [Succeeding at Work.](#)  
EEOC. [Depression, PTSD, and Other Mental Health Conditions in the Workplace: Your Legal Rights.](#)  
[The Job Accommodation Network](#)

