

REQUESTING A REASONABLE ACCOMMODATION

A PART OF OUR COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITIES, REI ENCOURAGES EMPLOYEES TO COMMUNICATE THE NEED FOR A REASONABLE ACCOMMODATION FOR DISABILITIES. IF YOU ARE CURRENTLY DISABLED OR BECOME DISABLED DURING YOUR EMPLOYMENT AND ARE IN NEED OF A REASONABLE ACCOMMODATION REI IS HERE TO ASSIST. CONTINUE READING BELOW TO GET STARTED.

WHEN	WHAT YOU NEED TO DO	KEY RESOURCES
Getting Started	<ul style="list-style-type: none"> • Request a Reasonable Accommodation from your direct leader. • Receive a copy of the <i>Reasonable Accommodation Form</i> and the <i>Requesting an Accommodation Employee Checklist</i> from your direct leader. • Meet with your direct leader and, if needed, ask for assistance to complete the <i>Reasonable Accommodation Request Form</i>. Specifically: <ul style="list-style-type: none"> ○ Identify the Essential Functions of your job. ○ Identify your limitations in performing the Essential Functions of your job. ○ Get a copy of your job description. ○ Identify possible accommodations. • Request your physician provide medical information about your impairment, job limitations and possible accommodations, if needed, by completing the <i>Physician Medical Inquiry Request Form</i>. Provide your physician with the <i>Essential Functions Job Analysis/Job Description</i> • Request that your physician return the <i>Medical Inquiry Request Form</i> to you within 15 days of receipt. • Forms needed (to be Provided by your direct leader): <ul style="list-style-type: none"> ○ Reasonable Accommodation Request Form ○ <i>Essential Functions Job Analysis/Job Description</i> ○ <i>Physical Medical Inquiry Request Form (if applicable)</i> ○ <i>Authorization of Release of Medical Information (if applicable)</i> 	<ul style="list-style-type: none"> • Your direct leader • Your Human Resources Business Partner • Employee Service Center at 1-800-999-4734 or hrhr@rei.com • REI web > Human Resources > Employee Handbook > Living our Values
Next Steps	<ul style="list-style-type: none"> • Stay in touch with your direct leader regarding the status of the requested medical information. 	<ul style="list-style-type: none"> • Your direct leader

	<ul style="list-style-type: none"> • Once received, your direct leader will work with your Human Resources Business Partner to confirm the need for an accommodation. • Once the need is identified your direct leader will setup time for you to meet and review/discuss the below: <ul style="list-style-type: none"> ○ The essential functions of the job ○ Accommodation suggestions and options • Once the accommodation has been approved and finalized your direct leader will provide you with a signed <i>Employee Accommodation Approval Letter</i> and <i>Employee Accommodation Plan Form</i>. • If an accommodation is denied you will be provided with an <i>Employee Accommodation Denial Form</i> detailing why REI is unable to make an accommodation for your job. • Forms needed, if applicable (to be provided by your direct leader) <ul style="list-style-type: none"> ○ <i>Employee Accommodation Approval Letter</i> ○ <i>Employee Accommodation Plan Form</i> ○ <i>Employee Accommodation Denial Form</i> 	<ul style="list-style-type: none"> • Your Human Resources Business Partner
Ongoing	<ul style="list-style-type: none"> • Meet with your direct leader on a regular cadence to discuss the following: <ul style="list-style-type: none"> ○ How the plan is working and if it will still be needed ○ Determine if there are any changes to the plan. ○ Provide updated medical information if needed. • For chronic ongoing medical conditions accommodation plans will need to be reviewed on an annual basis 	<ul style="list-style-type: none"> • Your direct leader • Your Human Resources Business Partner

To find out more about the Reasonable Accommodation policy and guidelines visit

[REI web > Human Resources > Employee Handbook](#)