

Asking for Accommodations 101

This is a guided exercise which includes facts, quotes from real employers, and prompts for you to answer at your own discretion. Remember, asking for accommodations / disclosing is entirely up to you. Never feel forced to share if you are uncomfortable.

Most adults in the U.S. live with a chronic illness or disability.

Do you know the percentage of adults living with a chronic illness or disability in the U.S.?

Even though **60% of American adults live with a chronic illness or disability**, most people don't disclose this to an employer.

Job seekers don't disclose due to reasons such as **fear and stigma**. In the past, have you disclosed? What were your biggest fears in doing so?

Please know that **you are not alone.**

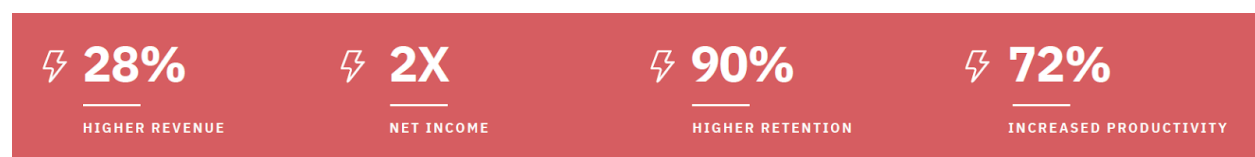
Do you know the percentage of people that do disclose their illness?

This is what we refer to as a disclosure gap. If 60% of people have an illness or disability but only 3.2% of people disclose, there is a problem here.

We see the problem as being pretty straightforward.

Employers are in an interesting spot because they want applicants and current employees to disclose. Why? There are core cultural and financial benefits to hiring from this population. Not to mention there are federal regulations and incentives at play.

As you'll see here, according to the Disability Inclusion Advantage Report by Accenture & DisabilityIn, companies that foster disability inclusion are proven to have core financial and cultural benefits, including higher revenue, higher retention, and increased productivity.



But don't just take my word for it... here's a quote from Pete Lawson, former Head of Talent Acquisition at Postmates.

“As a father of a child with a chronic illness and a TA leader who is constantly looking for opportunities to expand our diverse candidate pools, this partnership was a no-brainer and has continued to grow and give the results that we need to hire the best in class talent in the market.”

Job seekers, on the other hand, are scared to disclose. We built Chronically Capable to bridge this disclosure gap and create a trusted space for applicants to find and connect with inclusive employers.

Now, take some time to read through the Job Accommodation Network's [accommodations library](#). Use this space to jot down your top accommodation needs that you have today.

What do you wish your current or future employer knew about you BESIDES your illness and/or accommodation needs?

Now, let's work on compiling a plan for disclosing to your employer. Here are some things to keep in mind:

Keep it simple: You do not have to mention the ADA or use the phrase "reasonable accommodation." It can be as easy as saying to your employer, "I need to talk to you about the difficulty I have when trying to get to work on time due to the medication I take."

Put it in writing: Although there are no requirements to submit requests in writing per the ADA, some employers have their own paperwork. You can ask your employer about the paperwork and start there, you can submit a letter from your medical provider, or you can write a letter and attach your medical documentation.

Talk to HR directly: Many employees aren't comfortable with their direct supervisors knowing about their medical condition or diagnosis, so we advise disclosing this information to the human resources department.

Let me share a personal example of how I disclosed my accommodation needs to my past employer. This is a real message to my old boss!

Hi (NAME) -- removing for privacy

I'm sure you've noticed I have a tendency to ask for an hour off here and there to go to doctors appointments. I live with a chronic illness and am still in the treatment phase and therefore will have occasional appointments and blood draws that I need to attend. I wanted to share this personally with you to request that I have a flexible work and leave schedule for situations like this. While it won't affect my ability to perform in my job on the day to day, I wanted to let you know upfront

