

## **Process for Requesting Accommodation**

Faculty members, librarians and archivists may make an accommodation request in writing to their Dean or Chief Librarian if they are unable to perform the duties associated with their position on account of caregiving responsibilities. It is recommended this be submitted as soon as possible once functional limitations become apparent.

The faculty member, librarian or archivist should:

1. Identify their need for accommodation to their Dean or Chief Librarian;
2. Provide information and documentation reasonable in the circumstances;
3. Engage in dialogue regarding their request, alternatives and possible solutions (e.g., working out 'shifts' with other parents, trusting an older child to babysit, etc.);
4. Accept reasonable arrangements even if they are not perfect or either party's preferred or ideal solution;
5. Be open to ongoing dialogue and adjustments to the arrangement as circumstances change.

Accommodations will be determined on a case-by-case basis and involve consideration of the nature and degree of functional limitation, attempted or proposed remedies and any alternatives to accommodation.

Members are welcome to invite an academic colleague to any meetings about accommodation.