



HEALTH & WORK

Return-to-Work Accommodation Request Workbook

Prepare a task-specific request and documented employer discussion when accident-related limitations affect returning to work.

WHAT THIS WORKBOOK HELPS YOU DO

01

Complete your
task-barrier-restriction map

02

Complete your request planner

03

Complete your alternative
comparison

For people handling accident-related paperwork and preparing clear, evidence-backed questions.

Use it on screen or on paper. Save a personal copy before entering information. Blank response areas are fillable; printed copies work just as well. Keep completed copies private.

Scope. Educational organization tools, not legal, medical, tax or financial advice. No claim result, coverage decision or payment is promised. Verify policy language, current local rules and all deadlines with the appropriate professional or official source.



START HERE

Start with a clear working file

Work on one claim, account or issue at a time. Keep originals unchanged and label working copies with a short evidence ID. Complete the guidance in order, then use the worksheets to turn questions into an organized next step.

A practical order

- 01** Read the four guidance pages before filling the worksheets. Mark facts you can support and questions that still need an answer.
GUIDANCE / PAGES 03-06
- 02** Use the fictional examples to check your method. Their facts and dollar amounts do not describe your claim or predict an outcome.
EXAMPLES / PAGE 07
- 03** Complete the four working sheets, then use the readiness check and next-step page. Duplicate a worksheet when you need another record.
WORKSHEETS / PAGES 08-11

Protect your information

Store completed copies somewhere private. Use a claim or account suffix when a full identifier is unnecessary. Share only relevant copies through a verified recipient and appropriate channel. A saved PDF can contain personal information even when it is not open on screen.

Before a deadline. Do not wait to finish this workbook when a notice, release, court paper or policy deadline needs attention. Verify the actual requirement and seek qualified help promptly.



GUIDANCE 1

Start with the workplace barrier 01

Write the actual task that is difficult and the limitation affecting it. “I need help returning to work” is a starting point, but a useful discussion identifies activities such as lifting equipment, using a keyboard or following a fixed schedule. Keep observed difficulties distinct from restrictions your clinician has documented. This workbook does not determine whether an injury meets the Americans with Disabilities Act (ADA) definition or whether a particular employer is covered. It helps you prepare accurate information for the process and identify when legal, clinical or occupational guidance is needed.

Map tasks and existing restrictions

Obtain an accurate description of the job and note which duties the employer identifies as essential. Compare those duties with the actual clinical restrictions or functional information you have. Do not assume that a title describes every task or that a restriction on one activity prevents all work. Record uncertainties for clarification. Never replace a clinician’s wording with a more convenient interpretation. The task map is a discussion aid: the employee, employer and appropriate professionals each have a role in resolving what the work requires and what is feasible.

Connect the task to the observed barrier and existing clinical wording; mark what needs clarification.



Sources for this page: [1], [2], [3]. See the linked source guide.



GUIDANCE 2

02

Frame a focused request

Describe the workplace change you need because of the limitation and ask to discuss an effective arrangement. U.S. Equal Employment Opportunity Commission (EEOC) guidance explains that accommodation requests need not begin with legal terminology or a special written form, although a written record can reduce confusion. Use the employer's process when available and preserve the date of your initial request. Avoid promising that one particular solution is legally required. Where you do not know the solution, explain the barrier and ask to explore options rather than leaving the employer to guess what needs to change.

Handle documentation proportionately

When the disability or need is not obvious, an employer may seek reasonable supporting documentation under applicable rules. Ask what question must be answered, who should receive the material and what secure method is available. EEOC guidance generally limits documentation to what is needed for disability and accommodation questions, not an entire unrelated medical history. Do not simply refuse every request or provide every record without considering scope. If a request seems unclear or excessive, ask for clarification and seek appropriate advice while keeping response dates visible.

RELATED WORKING SHEETS

- Task-barrier-restriction map
- Request planner

Sources for this page: [1], [2], [3]. See the linked source guide.



GUIDANCE 3

03

Compare effective alternatives

List the proposed change, the task it addresses, expected duration and any practical details that need discussion. Consider alternatives raised by the employer rather than treating the first idea as the only acceptable one. Effectiveness matters: a cheaper option that does not address the barrier is a different proposition from another option that does. The employer's obligations involve individual facts and potential undue hardship. The worksheet records these questions; it does not decide them. Safety-sensitive tasks deserve qualified review rather than trial-and-error guided by this workbook.

Record the interactive discussion

After a meeting, summarize the barrier discussed, options considered, information still needed and next review date. Use neutral language and invite correction of factual misunderstandings. Keep medical details in the appropriate confidential channel rather than copying unnecessary coworkers. If the process stalls, follow up with the exact pending question and the person responsible. Do not confuse a request being discussed with an arrangement already approved. If employment consequences or a potential legal deadline arise, seek advice promptly instead of relying on repeated informal follow-up alone.

RELATED WORKING SHEETS

- Request planner
- Alternative comparison

Sources for this page: [1], [2], [3]. See the linked source guide.



GUIDANCE 4

04

Verify implementation and effectiveness

For an agreed arrangement, confirm the start date, schedule or equipment, responsible person and review point. Once it begins, record whether it addresses the task barrier and any concrete implementation problem. Do not use the worksheet to override a clinician's restriction or test a hazardous task. If limitations or job requirements change, communicate the new facts and ask whether the arrangement should be reviewed. Preserve successes as well as problems; a balanced record makes later adjustments easier and avoids a misleading account that only lists failures.

Resolve open issues and preserve the record

At closure, retain the request, relevant supporting documentation, written arrangement and review notes. If a proposed solution is denied, ask for the reason and whether another effective option can be discussed. A denial is not automatically unlawful, and an employer's statement is not necessarily the final word on legal rights. EEOC and state processes may involve strict filing requirements, so get timely help when needed. Keep this administrative record separate from a demand for accident compensation; workplace accommodation and insurance damages are distinct questions.

RELATED WORKING SHEETS

- Alternative comparison
- Implementation and review

Sources for this page: [1], [2], [3]. See the linked source guide.



FICTIONAL EXAMPLES

Work through the examples

These invented cases demonstrate the method. They are not case results, estimates of what you will receive or statements of universal rights.

01 Fictional: request tied to a task

An employee with a documented lifting restriction returns to a role involving both desk tasks and occasional supply handling. The request identifies the supply task and asks to discuss an appropriate temporary arrangement. It does not state that the employee can perform every job duty or that the employer must remove an essential function.

02 Fictional: implementation audit

The employer agrees to a modified start time for a defined trial period, but the scheduling system still assigns the old time. The follow-up attaches the written arrangement and asks the scheduling owner to correct it. This is an implementation issue rather than a new diagnosis or a demand for a different benefit.



WORKSHEET 1

01

Task-barrier-restriction map

Do not write new medical restrictions yourself.

Job task

Employer's essential-duty description

Observed barrier

Clinician restriction/source/date

Known duration

Current work capacity

Question requiring clarification

Related guidance: [Start with the workplace barrier](#)



WORKSHEET 2

02

Request planner

Describe facts and request a discussion without claiming guaranteed entitlement.

Barrier to address

Change requested

How it may help

Alternative if known

Initial request date

Recipient/process

Documentation requested

Secure delivery

Response due/status

Related guidance: [Compare effective alternatives](#)



WORKSHEET 3

03

Alternative comparison

Compare effective options; do not score legal reasonableness automatically.

Option

Task addressed

Expected effectiveness

Implementation needs

Duration/review date

Employer concern

Employee concern

Professional input needed

Agreed next step

Related guidance: [Verify implementation and effectiveness](#)



WORKSHEET 4

04

Implementation and review

Track how the arrangement works without testing unsafe activity.

Agreed arrangement

Written confirmation

Start date

Responsible person

Actual implementation

Task outcome

New limitation

Review date

Follow-up question

Closure status

[Related guidance: Verify implementation and effectiveness](#)



READINESS REVIEW

Check the file before using it

REVIEW EACH ITEM BEFORE MOVING ON

- ☐ Each working figure or statement is linked to an identifiable document.
- ☐ Missing information is marked as unverified rather than estimated as fact.
- ☐ The exact question and the person or organization able to answer it are identified.
- ☐ The current document version and any conflicting version are preserved.
- ☐ Independent deadlines and the source of each deadline have been checked.
- ☐ The final written response has been compared with the original question.

What still needs attention

Open fact or decision, who can resolve it, and the source needed

Completion standard. The working file is complete when the important facts are supported, the next action is assigned and any unresolved issues remain clearly visible. A completed checklist does not establish coverage, entitlement or legal compliance.



ACTION PLAN

Write down the next step

Choose the smallest useful next step. Make the request specific enough that the recipient can locate the record and explain or address the exact issue. Keep proof of what you sent and what came back.

The exact issue or request

Evidence IDs and document versions that support the request

Verified recipient and channel

Date sent and follow-up date

What response will resolve the issue, and what still needs professional review

Separate decisions. A courtesy follow-up date is not a legal deadline. A document request does not automatically pause another requirement. Do not sign, settle, move property or disclose sensitive records merely because a box on this page is complete.



REFERENCE GUIDE

Sources and scope

The linked official sources support the educational background. The forms and examples are original organization tools. Sources were checked on October 1, 2026; policies, procedures and law may change. Recheck the current source before relying on a rule.

[1] eeoc.gov

EEOC describes requests, the interactive process, reasonable supporting documentation, effective alternatives and undue hardship. Employers generally may choose among effective accommodations; the preferred solution is not automatically required.

<https://www.eeoc.gov/laws/guidance/enforcement-guidance-reasonable-accommodation-and-undue-hardship-under-ada>

[2] eeoc.gov

EEOC discusses return-to-work restrictions, accommodation and the problems with blanket 100%-healed requirements when the individual can perform the job with an appropriate accommodation, subject to applicable standards.

<https://www.eeoc.gov/laws/guidance/employer-provided-leave-and-americans-disabilities-act>

[3] eeoc.gov

EEOC addresses permissible employee medical inquiries and examinations, including return-to-work circumstances and limits.

<https://www.eeoc.gov/laws/guidance/enforcement-guidance-disability-related-inquiries-and-medical-examinations-employees>

Keep the scope clear

No determination that every injury is an ADA disability or every employer is covered

State law and employer processes may provide different or additional rights

No guaranteed accommodation, remote work, reassignment or job retention

No advice to violate clinical restrictions, safety rules or job requirements