



# TELEWORK FACT SHEET

## FS 12-12: Reasonable Accommodation and Telework

January 2012

### **1. Can telework be used to accommodate an employee with a covered medical condition?**

Yes. The Office of Personnel Management and DOI support the use of telework for employees who request reasonable accommodation due to a medical condition.

### **2. Is telework an appropriate accommodation for a permanent, qualified medical condition?**

Yes. However, even if telework is a reasonable accommodation on a temporary basis, not all positions are suitable for permanent telework. Supervisors, in conjunction with their bureau Disability Program Manager and human resources specialist, should evaluate the duties of the employee's position, the employee's ability to perform the work with or without an accommodation, and the applicability to telework.

Remember that if the employee becomes a full time teleworker, their official duty station may change along with pay and benefits. Supervisors, working with their human resource specialist must ensure employees are fully aware of how a change to their official duty station will impact the employee.

### **3. If an employee is pregnant and requests telework during the period of pregnancy, should I process the request as a reasonable accommodation?**

We highly recommend you handle these requests under the DOI reasonable accommodation policy, 373 Departmental Manual 15, Reasonable Accommodation for Individuals with Disabilities. This will protect you and your employee. You may also consult your bureau Disability Program Manager or human resources specialist for guidance.

### **4. Does the DOI Telework Handbook set policy for teleworking as a reasonable accommodation?**

The Handbook establishes policy for teleworking. If you decide to use telework as an accommodation, the policy in the Handbook applies. Reasonable accommodation is covered by 373 Departmental Manual 15 and that's the policy that you follow when considering a request for reasonable accommodation.