CIVIL RIGHTS COMPLIANCE
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# Process for Providing PWFA Accommodations

Employee or representative communicates work-related limitation due to pregnancy.

Supervisor asks the employee what accommodations they need and for how long.

Supervisor shares employee's request with individuals in need-to-know positions only.

Supervisor decides whether the request is a reasonable accommodation that would not cause undue hardship.

If the request is reasonable and would not present an undue hardship, document the accommodation with **CRCPE** using this form.

Let the requesting employee know their request has been granted.

Implement the accommodation.

The request seems unreasonable or would present an undue hardship.

Contact **Civil Rights Compliance and Prevention Education** at **civilrights@vt.edu** or 540-231-2010.