The employee shares that they are experiencing limitations based on pregnancy, childbirth, or a related medical condition. If the employee wishes to request accommodations for these limitations, they should contact DMS. DMS can be contacted at DMSOffice@duke.edu or at access.duke.edu.

DMS will meet with the employee's unit to discuss the requested accommodations. DMS will need to understand how accommodations will impact the unit, unit operations, and other circumstances.

In addition to any accommodations requested by the employee, DMS will also evaluate any reasonable, effective alternatives. The PWFA requires that an employee only be placed on leave if they explicitly request this or there are no reasonable accommodations that would enable them to remain at work. This can include temporarily removing essential functions of the job. If the employee must be placed on a leave, this will be a job-protected leave.

DMS will communicate the final outcome to the employee and the unit. The employee will be referred back to the unit to discuss how any approved accommodations will be implemented. The employee or unit should contact DMS at any time if there is a need to reevaluate the accommodations arrangement, including if there is a need for new or different accommodations.

If the accommodations are related to pregnancy, DMS will reevaluate any accommodations after the end of the pregnancy. If the accommodations are related to childbirth or a related medical condition, DMS will reevaluate the accommodations six (6) months after childbirth. The reevaluation will include assessing ongoing reasonableness and whether other processes should be initiated (such as under the ADA).

Disclosure and Referral to DMS

Employee Meeting with DMS

DMS Meeting with the Unit

Assessment of Reasonable Accommodations

Implementation of Reasonable Accommodations

Automatic Reevaluation of Accommodations