LOUISIANA DEPARTMENT OF HEALTH
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ADA Request for Accommodations Flowchart

Step 1:
Employee
Employee submits LDH Request for Accommodation Form (HR-75) to: LDH-ADAAccommodationRequest@La.Gov
Form is completed by Employee and Medical Provider.

Step 2
Human Resources
If complete, email sent to Employee, Supervisor and Appointing Authority confirming receipt and interim accommodation granted.

If not complete, allow 15 days to submit completed packet.

Step 3
Human Resources
If submitted by 7:00 a.m. Monday, added to weekly ICPT meetings.

If submitted after 7:00 a.m. Monday, added to following week ICPT meeting.

Step 4
Human Resources
Once added to agenda, the Supervisor will be given the opportunity to participate in meeting.

Step 5
ADA Team
Supervisor meets with ADA Team and discusses workspace and job duties. Once Supervisor logs off, ADA Team makes recommendation.

Step 6
Human Resources
Human Resources sends Supervisor Certification (HR-77) in DocuSign to Supervisor and Appointing Authority.

Step 7
Supervisor/Appointing Authority
HR-77 completed and returned to HR.

- If AA & Supervisor are in favor of the recommendation, ADA Accommodation Request Approval/Denial (HR-73) specifying accommodation and expiration date.
- If AA & Supervisor are not in favor of the recommendation, returned to ICPT calendar to discuss alternative accommodation. HR sends updated HR-77.