

Employee Accommodations. The University will provide reasonable accommodations for qualified employees, including faculty and staff, with known limitations related to Pregnancy or Related Conditions.

1. Requesting Reasonable Accommodations. Employees may request accommodations for Pregnancy or Related Conditions by submitting a request form located on the Human Resources page on the University website at Human Resources. The form will be submitted to the Employee Relations Department who will work in conjunction with the Title IX Coordinator, as needed. The Employee Relations Specialist may request documentation from the employee's medical provider which is necessary and relevant to determining what accommodations are appropriate for the employee's needs. The Employee Relations Specialist will initiate the interactive process, in consultation with the Employee, Supervisor, Department Head, and any other necessary parties to determine reasonable accommodations based on the Employee's individualized needs.

2. Consideration of Reasonable Accommodations. An accommodation which causes an undue hardship on the part of the University is not reasonable and will not be granted under this Policy. Depending on the unique needs of the Employee, reasonable accommodations may include, but are not limited to:

- Changes to the physical environment (e.g., accessible seating, stools)
- Allowing eating or drinking during University activities
- Parking access and/or mobility support
- Larger uniforms
- Extra breaks for restroom use
- Extension of probationary period for tenure-track faculty
- Schedule changes, including reduced hours or accommodating morning sickness
- Light duty or temporary reassignment to a light-duty position
- Work from home or telework
- Redistributing or altering marginal/nonessential job functions
- Modifying workplace policies (e.g., more frequent breaks, keeping a water bottle at the workstation)
- Leave, including additional leave beyond sick leave policy

3. Employee Leave. The University shall consider Employee Leave if there is no other reasonable accommodation which will enable the Employee to perform their essential job functions for the duration of a known limitation based on Pregnancy or a Related Condition. Employees who meet the eligibility criteria for the Family & Medical Leave Act (FMLA) will be permitted to take job-protected leave that is paid through the concurrent use of leave accrued under the University's policies and procedures. If an employee does not meet FMLA requirements and has no remaining paid leave pursuant to the University's employee leave Policy on Annual, Holiday, Personal, and Sick Leave, the University will consider: (1) Advanced Sick Leave under USM Policy VII-7.45; or (2) Unpaid leave, as possible accommodations.

D. Lactation Space. The University provides a lactation space for all members of the campus community which may be used for expressing milk or breastfeeding as needed. Rooms do not require reservations and are available on a first-come, first-serve basis for up to 30 minutes. The University currently has two locations: William H. Thumel Sr. Business Center, (3rd floor), Room 315 11 W Mt Royal Ave Baltimore, MD 21201 John and Frances Angelos Law Center (Lower Level), Room 032 1401 N Charles St

Accommodation Request for Staff & Faculty with Pregnancy or Related Conditions

The University of Baltimore provides accommodations for employees, including faculty and staff, who are pregnant or have a related condition. You can access the University's policy on pregnancy or related conditions and requesting accommodations [here](#) on page 14-15.

If you have questions regarding accommodations, require this form in an alternate format for disability-related reasons, or to request an interpreter, please contact the Employee Relations Department in the Office of Human Resources (OHR) at hr@ubalt.edu. If you would like to make a complaint regarding your accommodation request, please contact the Title IX Office at <mailto:T9@ubalt.edu>.

INSTRUCTIONS: Fill and submit this form electronically to hr@ubalt.edu - or – print, complete, sign, and return this form to the Office of Human Resources located at 1420 N. Charles St. Baltimore, MD 21201.

SECTION I – EMPLOYEE INFORMATION		
Last Name:	First Name:	Date:
Division/School:	Department:	
Name of Department Head or Supervisor:	Department Head or Supervisor's Title:	
SECTION II – REQUEST INFORMATION		
Please describe the accommodation you are requesting:		
SECTION III – SIGNATURE		
Employee Signature:	Date:	

The Employee Relations Specialist may request documentation from the employee's medical provider which is necessary and relevant to determining what accommodations are appropriate for the employee's needs.

Note: All medical documentation should be sent directly to the Office of Human Resources for confidential filing. Please do **NOT** include your supervisor or department head on any communications containing your medical information.