

How Do I Request Accommodations?

- Before giving an offer, the Hiring Manager should reach out to disAbility POC at site to set up meeting with DisAbility Site Support Team
 - This team consists of representatives from Digital, HR, Colleague Wellness, Security, a SourceAble representative and the Hiring Manager
 - This team determines if they can be supported with current tools on site or if accommodations can be added prior to extending an offer
- If an employee self-identifies after being employed by the company, the same process should be followed by the employee and their hiring manager to ensure support for the employee
 - Include a SourceAble representative to understand possibilities of vendor management if needed

How Do I Request Accommodations? Corporate Guidelines

Physical

- We have an ADA (Americans with Disabilities Act) Accommodation process where your healthcare provider will need to complete forms (including current office notes and any current diagnostic test reports) for our review in order to substantiate your request for an accommodation. There are several components to an ADA request. The person applying must have a qualified illness; they must be able to perform the essentials duties of their job and the business must determine if the request is reasonable; given the business needs.
- The information will then be reviewed by our NYO DisAbility Team. All these questions will need to be answered and the information will be reviewed by our NYO DisAbility Team before a determination is made. Please note that completion of the required documentations does not guarantee approval of your request.
- Visit this website for more information on ADA guidelines [here](#).

Technological

- For more questions on technological accessibility or need help with setting up accessibility technologies, please consult [Digital on Demand](#) for more information to or for additional support.
- If you need to have WebEx calls recorded as an accommodation, talk to your manager, and explain why your need for it and how it would help you in your work.
- Some technological accommodations are listed below:
 - Kurzweil Firefly 3000 – Audio and text to speech
 - Text reader with audio (other apps)
 - Dyslexia reading assistant app
 - [Visions for visually impaired or blind people](#).

Examples of Accommodations Pfizer Offers

Accommodation Examples

- Work from home
- Software-Equipment
- Lighting accommodations
- Workspace accommodations
- Physical limitation – not work in a specific area
- Parking space
- Ergonomic Chair or desk for home
- Intermittent leave
- Reduced work schedule
- Work schedule
- Unpaid leave of absence
- Business class travel

Please note that these are examples, and each request must be initiated by the colleague and their healthcare providers. Each case is individually reviewed. Please work the disAbility accommodation team at your site if there is a unique accommodation required

Commonly Requested Accommodations

- iPad requests
- Ergonomic chairs/adjustable desks
- Extended deadlines for trainings
- Noise-cancelling headphones/noise-reduction ear plugs
- Screen readers
- Lower wattage light bulbs
- Visual cues/instructions in writing
- Sign Language interpreting
- Closed captions for meetings