

ENDEAVOR ADA JOB ACCOMODATION REQUEST

WHAT IS AN ADA JOB ACCOMODATION?

If you are having difficulties performing your job due to a disability, you may qualify for an accommodation under the ADA (Americans with Disabilities Act) Benefit. A reasonable accommodation is any work environment change to help a disabled individual perform their job duties. An accommodation may take a variety of forms, including:

- Additional time off requested, due to ongoing medical care needed after FMLA (Family Medical Leave Act) 12 week of job protection has ended
- Modified work arrangements
- Worksite accommodations such as a standup desk

HOW CAN I REQUEST AN ADA JOB ACCOMODATION?*

Endeavor’s ADA benefits are administered in partnership with New York Life Leave Solutions. This means that you must contact New York Life Leave Solutions to request an accommodation. New York Life will review the request and determine the appropriate course of action including proactive vocational support and suggestions for potential accommodations for the Endeavor to evaluate and approve. A Vocational Coach will guide you through the ADA process as follows:

STEP 1	STEP 2	STEP 3	STEP 4
<ul style="list-style-type: none"> ○ New York Life Leave Solutions at 1-888-842-4462, for Spanish speaking needs, call 1-866-562-8421. ○ You will need to provide the New York Life Customer Service Representative (CSR) your name, social security number and date of ○ You should inform the New York Life CSR that you are seeking out options on how your physical impairment can be accommodated to perform your essential job duties. 	<ul style="list-style-type: none"> ○ Within five to seven business days of your initial call to New York Life , if an ADA accommodation need has been determined, ADA accommodation forms (with instructions on how to complete the forms) will be mailed to your home. ○ The ADA forms must be completed and returned to New York Life within ten business days. ○ If the form is incomplete, New York Life will reach out to you to obtain missing information. 	<ul style="list-style-type: none"> ○ An assigned Vocational Coach will reach out to you within 24-48 hours after the ADA forms have been reviewed. ○ Upon consultation with Vocational Coach an ADA recommendation will be prepared and will be forwarded to Endeavor for a final review. ○ Once a decision has been made regarding your ADA request you will receive communication from New York Life informing you of the approval and or denial. 	<ul style="list-style-type: none"> ○ <u>If your ADA request has been approved</u>, you will receive in depth training from the New York Life Vocational Coach on how to utilize the accommodation or equipment for which you have been approved. ○ If work equipment has been approved, the Vocational Coach will work with you to ensure that your workstation is set up with good ergonomics and address any behaviors affecting your comfort level while working. ○ The coaching period typically lasts 1-2 weeks but this depends on your response and engagement with the Vocational Coach. ○ The New York Life Vocational Coach will make a series of follow up calls to you to determine employee satisfaction upon implementation of your ADA accommodation.

ADDITIONAL QUESTIONS ABOUT OUR ADA JOB ACCOMMODATION BENEFIT?

If you have any additional questions please feel free to contact US_Benefits@endeavorco.com or your [HR Business Partner](#).

(*) Please not forward ADA forms for an accommodation request that have been prepared by your physician to your HR Contact or to the Benefits Department for review and or consideration. All employees are required to contact New York Life directly at 1-888-842-4462 to initiate and finalize the ADA accommodation request.

Thank you,

Endeavor Benefits Department