



University of New Hampshire

UNH EXCEPTION TO USNH TRAVEL POLICY BASED ON A MEDICAL CONDITION

INTERNAL PROCEDURE

For a chronic medical condition

Exceptions to one or more [USNH Travel Policies](#) for an employee's chronic (ongoing) medical condition may be covered by the Americans with Disabilities Act, Amended 2008 (ADAAA) as a reasonable accommodation. Employers are required to provide reasonable accommodations, such as exceptions to policy or an equally effective alternative, to qualified individuals unless the University's EEO/ADA Compliance Officer (Affirmative Action and Equity Office) determines there is compelling evidence that the requested accommodation will impose an undue hardship on the institution.

Exceptions may include but are not limited to air travel, ground transportation, travel insurance and days of travel. Under the ADAAA, the requested accommodation must align with the nature of the medical condition.

The UNH employee should indicate in advance of the travel approval process that an exception to one or more USNH Travel Policies is required due to a chronic medical condition. The employee will be referred to the UNH EEO/ADA Compliance Officer (ADA CO) to engage in the ADA reasonable accommodation interactive process as outlined at <http://www.unh.edu/affirmativeaction/reasonable-accommodation-requests>

Review process for a chronic condition

- The ADA CO reviews documentation provided by the employee's healthcare provider and determines eligibility for the exception as a reasonable accommodation. If the request for reasonable accommodation is approved, the ADA CO will provide a letter to the employee and the departmental BSC authorizing the specific accommodation(s). The letter will include:
 - Employee's name, title, department affiliation
 - Date of request
 - Identification of relevant USNH Travel Policy
 - Description of the reasonable accommodation
 - Specified accommodations will remain in effect until such time as the employee or the department requests a modification to the accommodation. The Affirmative Action and Equity Office reserves the right to request updated medical information on a case by case basis.
 - All other established travel approval practices used within the academic or administrative unit will apply.

- **The interactive process for a chronic condition can take up to four weeks** and so employees are advised to apply well in advance of their travel. Reasonable accommodations are not retroactive and cannot be applied to travel completed prior to approval.
- Documentation of the reasonable accommodation interactive process will be secured in the Affirmative Action and Equity Office.

For a temporary medical condition

On occasion an employee may have a temporary medical condition for which they may request a one-time exception to one or more USNH Travel Policies. A condition is considered temporary if it is acute in nature but expected to last less than 6 months. The employee must submit the [UNH Exception to USNH Travel Policy Request Form](#) and doctor's note from the treating healthcare provider to the ADA CO in advance of the travel. The request will identify the specific travel requirement, the policy for which the exception is requested and the medical need for the exception. There must be a clear correlation between the identified need/impact and the requested exception.

Review process for a temporary condition

- The ADA CO reviews the exception request including a doctor's note from the treating health care provider. If the exception is warranted the ADA CO will notify both the BSC and the employee via email.
- The review process may take up to five working days from the time the doctor's note and the UNH Exception to USNH Travel Policy Request Form is submitted therefore employees are advised to apply as soon as the need for an exception is evident.
- Except in an exceptional circumstance, requests for an exception to policy based on a medical need will not be honored if submitted after the trip.
- Documentation of the request process will be secured in the Affirmative Action and Equity Office.
- All other established travel approval practices used within the academic or administrative unit will apply.

Questions or concerns should be directed to the UNH EEO/ADA Compliance Officer, Affirmative Action and Equity Office PH: 603 862-2930 or TTY Users: 7-1-1