

# Partnering with you to navigate ADA and PWFA accommodations

The Americans with Disabilities Act (ADA) or Pregnant Workers Fairness Act (PWFA) may help an individual if a covered disability or pregnancy impacts that person's ability to perform their job. These laws may seem complex and confusing. We are here to assist you through the process, keep you informed, and provide expertise about possible options available to support a healthy and productive work environment for you.

## When to request an accommodation

You may request an accommodation when you have either an existing disability, pregnancy or health concerns which impact your ability to perform the essential functions of your job.

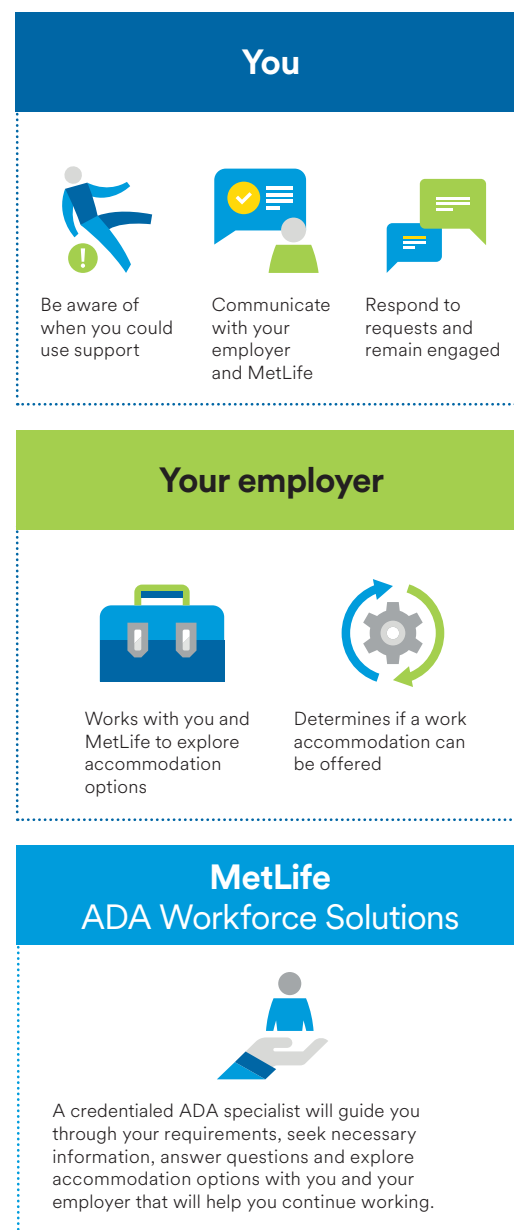
## How to request an accommodation

- Let HR or your manager know if you are having trouble performing the essential functions of your job, due to a medical condition. You do not have to have a confirmed disability to talk with your manager or HR.
- Clearly state the specific tasks you are having trouble performing
- You may need to provide proof of your limitations or restrictions
- Contact MetLife to explore options

## Keys to success

- Speak with your manager or HR before your job performance suffers or there are concerns of conduct
- Communicate ideas you have about what adjustments or changes will create a successful work environment for you and your employer
- Be clear that your request for an accommodation is due to a medical condition or pregnancy so it is not mistaken as a casual inquiry for equipment or a schedule adjustment
- Provide regular feedback to HR, your manager and MetLife
- Report concerns immediately so the team can investigate alternative solutions
- Remain engaged and respond quickly to all requests for information

## Get expert guidance for confident decisions.



Like most insurance policies, insurance policies offered by MetLife and its affiliates contain certain exclusions, exceptions, waiting periods, reductions, limitations, and terms for keeping them in force. Please contact MetLife or your plan administrator for complete details.

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