

If you are interested in accommodation or evaluation for accommodation for a permanent or temporary disability, inform HR as soon as accommodation for a disability becomes an issue or when there is a change in the need for accommodation. Even if you are not eligible for FMLA, you may be eligible for similar accommodation, depending on the specific circumstances, under ADA/ADAAA. There will be an interactive process (conversation with HR) to learn what options may be available.

The employer may need to communicate with you during your absence/leave and request information from you and/or your healthcare provider, about your need for absence/restrictions and the likelihood and timing of *return to work, with or without reasonable accommodation*. A full-duty release is not required for return to work if you are able to perform the essential functions of your job, with or without accommodation, and temporary re-assignment will be considered when practical & reasonable. If you are granted extended leave with a fixed return date the employer may communicate with you before the return date to check on your progress. Such communications are necessary to support a positive interactive dialog to evaluate your expected return to work and the possible need for additional accommodation, including extending absence.

Be prepared to engage in the interactive process to determine the necessity and reasonableness for accommodation allowing you to return to work. It is common for the employer to be able to find appropriate accommodation through the interactive process which may involve the employer, the employee, and various healthcare providers. The dealership's management has no authority for administering or determining eligibility under the ADA or reasonableness of an accommodation. Employees are invited to call the Corporate HR office directly when needed: 210-558-5005 / 888-876-4344 and to pursue the next higher authority's attention if your request is not clearly understood or fairly addressed.

If you feel your eligibility for ADA/ADAAA -or- interest in being considered for eligibility has been unrecognized by your manager, Human Resources, or other employer representative, you are expected to immediately notify the next higher authority of your concern. Corporate Office Line: 210-558-5005.