

**Date:** [Date]

**To:** [Name of Supervisor or HR Representative]

**From:** [Your Name]

**Subject:** Request for Reasonable Accommodation - Flexible Attendance

Dear [Name],

I am writing to formally request a reasonable accommodation regarding my work schedule and attendance due to a chronic health condition. This request is being made in accordance with the Americans with Disabilities Act (ADA) and applicable state laws.

Because of my medical condition, I experience periodic flare-ups that are unpredictable in nature. These episodes may occasionally impact my ability to adhere to a standard fixed schedule or may require me to take short-notice leave for treatment or recovery.

To ensure I can continue to perform the essential functions of my role effectively, I am requesting the following flexibility:

- Modified attendance policy allowing for occasional absences or late arrivals during flare-ups.
- Ability to make up missed hours during the same work week, when my health permits.
- [Optional: Ability to work from home on days when physical commuting is not possible due to symptoms.]

I am committed to fulfilling my job responsibilities and will provide as much notice as possible should a flare-up occur. I will also continue to meet all deadlines and maintain open communication regarding my availability.

Attached is medical documentation from my healthcare provider confirming my diagnosis and the medical necessity for these accommodations.

I look forward to discussing this request with you to find a solution that supports both my health and the needs of the department.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Position]