

**Administrative Policy 002 –  
Individual Accommodation Plan Policy**

Revised: May 01, 2025

## **1. Purpose**

To ensure an individual accommodation plan is developed and established for any employee with a permanent or temporary disability (visible or non-visible).

## **2. Application**

This policy applies to all LECA employees with disabilities.

## **3. Requirements**

Managers must meet with employees who have identified as a person with a disability to develop an accommodation plan in order to ensure the necessary tools and accommodations have been made to make the workplace accessible.

LECA is committed to protecting employee privacy by ensuring that individual accommodation plans and files are securely maintained in personal files with access strictly limited to the employee's manager.

LECA aims to review and update individual accommodation plans approximately every six months, or as needed based on individual accommodation requirements, and to provide them in an accessible format requested by the employee considering their accessibility needs. Accessible formats may include, but are not limited to, large print documents, accessible PDFs, HTML or Word Documents compatible with assistive technologies, plain-language versions.