

[INSERT DATE HERE]

Dear Treating Professional:

An employee at Western Kentucky University is currently seeking special accommodations under the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008 (ADAAA). *According to the ADA, a “person with a disability” is defined as anyone with a physical or mental impairment that substantially limits one or more major life activities.* This includes, but is not limited to: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working, as well as the functioning of major bodily systems (immune, respiratory, circulatory, endocrine, digestive, reproductive, neurological, brain, cell growth, bowel and bladder).

The definition also includes “invisible” disabilities, such as psychological disabilities, learning disabilities, chronic health impairments, such as attention deficit disorder, epilepsy, diabetes, arthritis, cancer, cardiac problems, HIV/AIDS and addictions.

The purpose of the accommodation is to allow the employee to continue working by making existing facilities accessible, job restructuring, modifying work schedules, reassignment to a vacant position or acquiring or modifying equipment or devices.

Please complete, sign and return the attached **Employee Information Form** as soon as possible so we can explore accommodations and resources for this employee.

Sincerely,

Huda Melky, Director
Equal Opportunity/Affirmative Action/University ADA Services
Western Kentucky University