

**NAVY EXCHANGE SERVICE COMMAND  
FREQUENTLY ASKED QUESTIONS (FAQ's) for  
MANAGERS AND HUMAN RESOURCES**

**PROVIDING REASONABLE ACCOMMODATIONS UNDER THE PREGNANT  
WORKERS FAIRNESS ACT (PWFA)**

For more information or to submit a request for a Reasonable Accommodation under the Pregnant Worker's Fairness Act (PWFA), contact the Disability Program Office at [RAgroup@nexweb.org](mailto:RAgroup@nexweb.org) or via phone at 800-884-9459 option 2.

**Q. What is the Pregnant Worker's Fairness Act (PWFA) and its purpose?**

A. The Pregnancy Worker's Fairness Act requires employers to make reasonable accommodations for employees who have a known limitation due to pregnancy, childbirth, or related medical conditions, unless the accommodation poses an undue hardship. The purpose of this law is to keep an individual working.

**Q. What is a Reasonable Accommodation under the PWFA?**

A. A Reasonable Accommodation is a change to the work environment or a change in the way that things are normally done at work.

**Q. What is an individual entitled to under the PWFA?**

A. An individual (applicant or Associate) experiencing pregnancy, childbirth, or related medical condition has the right to reasonable workplace accommodation for known limitations.

**Q. What is a "known limitation" under the PWFA?**

A. A known limitation is a physical or mental condition that is related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

**Q. What are the covered medical conditions related to pregnancy or childbirth (Not all inclusive)?**

A. Some examples include: morning sickness, gestational diabetes, miscarriage, recovery from abortion, pregnancy-related hypertension or carpal tunnel syndrome, lactation or the need to express breast milk, physical injuries from childbirth, postpartum depression, etc.

**Q. Is proof of a disability required to receive a reasonable accommodation under the PWFA?**

A. No. An individual is not required to have a disability to qualify for a reasonable accommodation under the PWFA.

**Q. Is medical documentation an absolute requirement to receive a reasonable accommodation under the PWFA?**

**A.** No, but it is helpful to better understand the request, specific limitations, and what is needed for an accommodation.

**Q. How can an individual request a reasonable accommodation due to pregnancy, pregnancy-related medical condition or childbirth?**

**A.** No specific or “magic words” are required to request an accommodation under the PWFA. An individual in need of an accommodation should speak to their manager, the Disability Program Office, or Human Resources. An individual should engage in the Interactive Process to clearly state that they need an accommodation and is willing to work through figuring out the most effective accommodation for their needs and the needs of business.

**Q. What are some examples of reasonable accommodations under the PWFA?**

**A.** Some examples include (not all inclusive):

- Not lifting more than a certain weight (even if it is an essential function of the job)
- Telework
- Allow a flexible work schedule
- Stool/chair to sit down
- Temporarily remove essential functions (If can resume in the near future)
- A change in policy (i.e. no drink on the work floor)
- Leave to recover from childbirth (especially if not qualified under FMLA)
- Closer parking space

**Q. Can management suggest another reasonable accommodation other than what is requested under the PWFA?**

**A. Yes.** An alternative reasonable accommodation may be suggested and/or provided.

**Q. Can an individual be required/forced to take leave due to the need for a reasonable accommodation under the PWFA?**

**A.** No, as long as there is another reasonable accommodation that can be provided to keep an individual working.

**Q. Must someone have a disability to apply for and receive a reasonable accommodation under the PWFA?**

**A.** No. An individual does not have to have a disability in order to be eligible for an accommodation under the PWFA.

**Q. Can a manager refuse to provide a reasonable accommodation under the PWFA?**

**A. No.** If the requested accommodation cannot be provided, an alternative reasonable accommodation must be identified. A request under the PWFA can only be denied if the requested accommodation poses an undue hardship.

**Q. Can an Associate be required to accept an accommodation without discussion?**

**A. No.** An interactive discussion must take place between the Associate and the manager to determine the most effective accommodation for the needs of the Associate and business.

**Q. What should a manager do if a request is received due to pregnancy, pregnancy-related medical condition, or childbirth?**

**A.** A manager should have an individual complete the SECNAV 12306/1 *Confirmation of Reasonable Accommodation Request* form and send it to the Disability Program Office at [RAgroup@nexweb.org](mailto:RAgroup@nexweb.org) within two (2) days of receipt. The Disability Program Office will work with management and the Associate to process the request under the same provisions of the Reasonable Accommodation Program Manual.