

Rhode Island Menopause at Work

Quick Checklist for Requesting a Reasonable Workplace Adjustment

Time-stamped: Jan 6, 2026

Law effective: June 24, 2025

1) Does this apply to me?

- ☐ I work in Rhode Island (or my job is based in RI).
- ☐ My employer has 4+ employees (most state/public employers count too)
- ☐ I am an employee or job applicant.

2) My work impact (1-2 sentences)

Because of a health condition, I'm having difficulty with _____ during _____, which affects _____.

Tip: Keep it job-focused (function + when it shows up).

3) Choose 1-2 adjustments to request (start small)

- ☐ More frequent/longer breaks
- ☐ Modified schedule (start time, split shift, temporary change)
- ☐ Seating options
- ☐ Equipment/workstation adjustments (e.g., fan access, uniform/workstation tweaks)
- ☐ Temporary transfer or light duty (temporary)
- ☐ Assistance with manual labor during flare periods

Pick what supports performance. You can adjust later after a first conversation.

4) Know the guardrails (what this law expects)

- ☐ Employer should not refuse a reasonable accommodation unless they can show undue hardship.
- ☐ Employer should not force leave if another accommodation can work.
- ☐ Employer should not deny opportunities because you requested an accommodation.
- ☐ Keep a simple log of dates, requests, and responses.

Copy/Paste request

Subject: Reasonable accommodation request
Hi [Name], I'm requesting a reasonable workplace adjustment related to a health condition.

Requested:

(1) _____

(2) _____

Happy to discuss options that meet business needs.

Thank you,
[Your name]

Mini log (keep it simple)

Date	Who	Notes	Next

If you're blocked

Ask (politely) for the reason in writing.

Ask what alternative accommodation is offered.

Keep copies of messages and schedule changes.

If you believe discrimination occurred, consider c

Rhode Island Commission for Human Rights

and/or the EEOC to confirm timelines and options