



UNIVERSITY  
*of* ALASKA  

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*Many Traditions One Alaska*

## **Position Job Duties**

Req# 531059\_Leave and Accommodations Manager

100% Oversee UA's medical and disability leaves benefits and all accommodations caseloads for employees. Serve as a subject-matter expert and determine legally-sound solutions to complex cases and issues.

Develop, implement and oversee proactive, legally-defensible UA-wide religious freedom, pregnancy-related accommodations, and ADA/ADAAA-compliant strategies for workplace accommodation and inclusivity, serving the needs of self-identified faculty, staff, student employees, job applicants and visitors.

Monitor the development of and changes in statutes, regulations, and case law related to regulated federal and state paid and unpaid leave benefits, ADA/ADAAA, religious and pregnancy-related accommodations. Conduct legal research and interpret statutes to identify areas of compliance vulnerability, related risk, and programmatic barriers that need policy or program modification and implement modifications, as appropriate.

Update University policies and procedures for compliance with federal and state leave and accommodation laws.

Remain current on privacy laws and HIPAA to appropriately safeguard confidential information.

Establish and maintain operating procedures, best practices, guidelines, templates, and protocols regarding leave and accommodation requests and case management; and coordinate with General Counsel's Office, as needed, for legally defensible outcomes.

Provide reporting to Title IX coordinators regarding requested accommodations related to pregnancy and parenting, as needed.

Manage caseload for state and federal family and medical leave (FML), short-term disability, long-term disability and accommodation cases.

Ensure requests are responded to, assessed and resolved in a timely manner, in accordance with regulation, policies and procedures.

Liaise with Labor and Employee Relations as appropriate.

Coordinate with Talent Acquisition to support applicants requiring accommodation.



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## **Position Job Duties**

Refer facility access issues/barriers to the ADA/504 coordinator at the associated university. Oversee training of leave and accommodations programs for both employee and supervisor populations. Ensure effective communication of resources and training opportunities. Develop, curate, or procure training resources as needed. Supervise content delivery for specialist or vendor delivering training.

Provide management reporting on leaves and accommodations with summary insights on patterns and recommendations regarding risks to the university.

Supervise, guide, coach, and performance manage UA HR Leave and Accommodation Specialist.