





related to the job, and a description of the accommodation requested. A request should also include expected start date and the duration of the accommodations.

Interactive Process:

Once OED receives the completed form, the OED Executive or Assistant Director will engage the employee/applicant and, where appropriate, the academic dean, or designee, in an interactive process to determine what accommodations, if any, are appropriate.

The University will determine on a case-by-case basis w

Phone: (570)941-6645  
[elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu)

\*\*This policy is not intended to conflict with the Faculty Absence Policy. If there is a conflict between this policy and the Faculty Absence Policy, the Faculty Absence Policy shall prevail.

**VII. Lactation Rooms:**

There is one permanent lactation/nursing room available at the University, located in the Loyola Science Center. For information on how to access the room, please visit:  
<https://www.scranton.edu/hr/benefits/mothers-room.shtml>

Non-permanent lactation/nursing rooms may be made available in other locations throughout the campus. Employees are encouraged to contact Human Resources or the OEMC 6[c5(e)4( i-119(Oof)-116(tE

