

Section: The Workplace	Issue Date: 3/2023	Section # 5.026 ?
Subsection: Office Pet Policy	Revised Date: 4/2023	Page 39

L.E.A.P. is responsible for assuring the health and safety of all employees. In keeping with this objective, L.E.A.P. does not permit employees to bring their pets to work. Animals pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals, particularly dogs. In addition, L.E.A.P. wishes to prevent pets from fouling our centers or damaging agency property.

An employee who requires the help of a service animal (defined by 28 CFR 36.104 as “any **dog** that is individually trained to do work or perform tasks for the benefit of an **individual with a disability**”) will be permitted to bring a service animal to the office, provided that the animal’s presence does not create a danger to others and does not impose undue hardship on the agency. **Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.** While we cannot require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task, we can, when it is not obvious what service an animal provides, ask the following:

1. Is the dog a service animal required because of a disability, and
2. What work or task has the dog been trained to perform

Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual’s disability prevents using these devices, or these devices interfere with the service animal’s safe, effective performance of tasks.