

Reasonable adjustments plan	
Employee's name:	
Job title:	
Department:	
Line manager's name:	
<p>This is a record of adjustments agreed between [employee's name] and [line manager's name].</p> <p>The purpose of this plan is to:</p> <ul style="list-style-type: none"> • ensure that both the employee and the manager have a record of what has been agreed; • act as a starting point for discussion when the employee changes job, is relocated or is assigned a new manager within the organisation; • provide the employee and their manager with a structure to use when regularly reviewing and updating information about adjustments; and • plan for when the employee is unwell and needs additional support because of their disability or condition. <p>This plan is a living record and will be reviewed and updated as appropriate with the agreement of the employee and the manager:</p> <ul style="list-style-type: none"> • at any regular one-to-one meeting; • at a return-to-work meeting following a period of sickness absence; • at agreed regular intervals and/or annual appraisals; • before a change of job, duties or work location, or the introduction of new technology or ways of working; or • before or after any change in circumstances for either the employee or the organisation. 	

Employee	
How the disability or condition impacts at work:	
<p><i>Record details of impact of symptoms at work, any medication the employee is taking and undergoing treatment</i></p> <p><i>Consider supporting employee with a Wellbeing Action Plan</i></p>	
Agreed Reasonable Adjustments (refer to Access to Work agreement, Occupational Health Report or GP Fit Note if relevant):	Date implemented:
Wellness at work - employees who have fluctuating disabilities or conditions	
<p>On a "good day" my disability or condition has the following impact at work:</p>	

When I am feeling unwell (ie a "not so good" or "bad" day), the following symptoms are indications that I may not be well enough to be at work:

[Employee] agrees to let you know if there are changes to their condition that affect their work and/or if the agreed adjustments are not working. We will then meet privately to discuss any further adjustments or changes that should be made.

If [line manager] notices a change in the employees performance, behaviour or attendance at work or feel that these adjustments are not working, they are happy to meet privately to discuss alternatives.

Line manager

Keeping in touch

If you are absent from work on sick leave or for a reason relating to your disability or condition for more than [] days and have followed the usual procedures for notifying the organisation of your absence, I will keep in contact with you in the following way:

Who will contact whom?

How will contact be made? (email, telephone, text, [specific video conferencing platform], letter, minicom)

How often? (daily, weekly, monthly)

When? (preferred day, preferred time)

Conversations while you are on sick leave

We have agreed that the topics that we will discuss while you are absent include:

- how you are feeling;
- what I/the organisation can do to help;
- how your current work will be dealt with;
- the possibility of a planned phased return to work; and
- a return to work date.

[add/delete as appropriate]

Return to work

When you are ready to return to work after a period of sickness or disability-related absence of more than, we will meet to review this plan and make any necessary changes.

At this return-to-work meeting we will also discuss:

- any current work issues;
- a phased return or back-to-work plan;
- what to tell the team; and
- any assessments to review existing adjustments (such as by [Access to Work](#), your GP or occupational health) and identify new adjustments that might be needed.

[add/delete as appropriate]

An up-to-date copy of this form will be retained securely on the employees online Employee Record, accessible by their line manager and HR.

If the employee changes job, is relocated or is assigned a new manager, the new manager will be given access to this form and should accept the adjustments outlined in this plan, so long as they remain reasonable, despite the change in circumstances, and ensure that they continue to be implemented. The plan may need to be reviewed and amended at a later date but unless there is any change in circumstances that might affect the reasonableness of the adjustments, this should not happen until both the employee and the new manager have worked together for a reasonable period of time.

Agreed Minimum Review Interval	<i>e.g. 3 monthly, 6 monthly</i>
Employee signature	
Date	
Employer's signature	
Date	