

Annex to Sickness Absence Policy and Procedures

Tailored adjustment agreement

The agreement allows the employee to;

- Explain the impact of your disability on you at work.
- Suggest adjustments that will make it easier for you to do your job.
- Offer further information from your doctor, specialist or other expert.
- Request an assessment by occupational health, Access to Work or another expert.
- Review the effectiveness of the adjustments agreed.
- Explain any change in your circumstances.
- Be reassured that your manager knows what to do if you become unwell at work and who to contact if necessary.
- Know how and when your manager will keep in touch with you if you are absent from work because of illness or a disability related reason.

The agreement allows the line manager to:

- Understand how a particular employee's disability affects them at work.
- Explain the needs of the business or organisation.
- Explain the organisation's attendance and reasonable adjustment policy.
- Recognise signs that an employee might be unwell and know what the employee wants you to do in these circumstances including who to contact for help.
- Know how and when to stay in touch if the employee is off sick.
- Consider whether or not the employee needs to be referred for an assessment by an occupational health or another adviser to help both parties understand what adjustments are needed.
- Review the effectiveness of the adjustments already agreed.
- Explain any change in the employer's circumstances.

This is a record of the reasonable adjustments agreed between [employee's name] and [line manager name]

As such it is a live document and should be reviewed and amended as necessary with the agreement of both parties (supported by a representative from HR):

- At any regular one-to-one meeting.
- At a return to work meeting following a period of sickness absence.
- At six monthly and/or annual appraisals.
- Before a change of job or duties or introduction of new technology or ways of working.
- Before or after any change in circumstances for either party.

The employee can, if they so wish, be accompanied by a work colleague or Trade Union representative. Expert advice from third parties, such as occupational health advisers, Access to Work or IT specialists, may be needed before changes can be agreed and implemented.

Employee

My disability has the following impact on me at work;

I need the following agreed reasonable adjustments;

Adjustment	Date agreed	Date implemented

Wellness at work – employees who have fluctuating mental or physical disabilities

On a ‘good day’ my disability has the following impact on me at work:

On a day when “things are not going well” the following symptoms are indications that I may not well enough to be at work:

Emergency contacts

If I am not well enough to be at work I am happy for my line manager to contact any of the following emergency contacts in the order of preference indicated below

Please add, amend or delete types of contacts as appropriate

GP (preference X)

Name: Surgery: Telephone: Address:

Care co-ordinator (preference X)

Name: Telephone: Mobile: Address:

Relative (preference X)

Name: Relation to me: Telephone: Mobile: Address:

Specialist (preference X)

Name: Telephone: Mobile: Address:

Friend (preference X) Other (preference X)

Name: Telephone: Mobile: Address:

I will let you know if there are changes to my condition which have an effect on my work and/or if the agreed adjustments are not working. We will then meet privately to discuss any further reasonable adjustments or changes that should be made.

If you notice a change in my performance at work or feel these reasonable adjustments are not working I would be happy to meet you privately to discuss what needs to be done.

Line manager

If you are absent from work on sick leave or for a reason relating to your disability for more than [x] 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?

How often?

When?

These are the topics we have agreed we will discuss while you are absent, for example;

- How you are feeling
- What I can do to help
- Current work
- Planned phased return to work
- Return to work date

When you are ready to return to work after a period of sickness or disability related absence we will meet to review this agreement and make any necessary amendments. At this return to work meeting we will also discuss:

- Current work issues
- A phased return/back to work plan
- What to tell the team
- Assessments to review existing reasonable adjustments (Access to Work, GP, occupational health) and identify new adjustments that might be needed

If you are absent from work and have not followed usual procedures for notifying us that you are sick or absent for a reason relating to your disability we have agreed that I will do the following:

- Try to contact you on your mobile and/or notify your emergency contact whose up to date details are as follows above

An up to date copy of this form will be retained by employee/line manager/HR.

A copy of this form may also be given to a new or prospective line manager with the prior consent of the employee.

Employee signature:

Employee name:

Date:

Employer signature:

Line manager name:

Date: