

Common adjustments for staff experiencing mental ill health

<p>Adjustments to the work schedule</p>	<ul style="list-style-type: none"> • Allow more breaks • Allow breaks to take place when needed, rather than a pre-determined schedule • Change their working day to start earlier or finish later • Allow them to use paid or unpaid leave for appointments related to their mental health • Offer a phased return to work • Allow part-time working on a temporary basis (or permanently if it is what they want)
<p>Adjustments to role and responsibilities</p>	<ul style="list-style-type: none"> • Review their workload and agree what duties they can do • Re-assign duties they may struggle with among the rest of the team • Discuss vacant positions in the organisation and temporarily transfer them to a different role they want to do.
<p>Adjustments to working environment</p>	<ul style="list-style-type: none"> • Provide partitions, room dividers etc. to enhance soundproofing and visual barriers between workspaces • Offer a reserved parking space to make it easier for them to get to work • Offer homeworking for some of the week • Increase the size of their 'personal work space' • Position them as far away as possible from noisy machinery • Provide a private space for them to use when they need privacy
<p>Policy changes</p>	<ul style="list-style-type: none"> • Extend additional paid or unpaid leave during a hospitalisation or other absence • Allow additional time for them to reach performance milestones • Allow them to make certain personal phone calls during the day
<p>Ways to provide additional support and assistance</p>	<ul style="list-style-type: none"> • Assign a mentor or buddy to support and help them • Arrange a regular one-to-one with their manager to discuss and prioritise tasks • Provide a personal computer to enable them to work at home when they do not feel able to attend the workplace • Offer additional training on the skills and duties their job requires