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## EMPLOYMENT ZONE

# Manager's Information Sheet: Reasonable Adjustments

## Introduction

We've developed this information sheet to outline the types of reasonable adjustments that may be considered to:

- help an employee with an underlying health problem to achieve an acceptable level of attendance; or
- to aid an employee who is long term absent to return to work.

You should fully explore all types of reasonable adjustments to assess whether they may be appropriate, considering any advice provided by the employee's GP in the [statement of fitness for work](#), or from our [occupational health service](#) (OHS). You should also ensure you confirm these discussions in writing to the employee. You'll also need to confirm any temporary arrangements in writing, ensuring that they are reviewed on a regular basis, with specific agreed timescales built in.

You may consider some of the actions listed below.

## Flexible working hours

You should consider this option where:

- the employee has indicated that they're fit to return to work, but aren't able to return to full time hours, or
- their doctor has suggested altered hours.

You could let the employee work flexibly on a temporary basis to help with their initial return to work, particularly where there's medical evidence to suggest that this will assist a full recovery. You should make sure that the employee's pay is changed to reflect the actual hours worked. You should discuss and agree timescales for this, seeking guidance from your service HR team.

You should also consider requests from employees who want to work flexibly on a permanent basis. You can find further information on this in our [work life balance policy](#) and [flexible working procedure](#).

## Redesign the job and/or give some duties to another employee

This involves giving some of the employee's duties to another employee either on a short term or longer term/permanent basis. You should consult with the employee's colleagues in an appropriate and sensitive manner, making sure that they understand why the changes are needed. This also allows them to give the employee the appropriate support, where required.

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#### Phased return to work

A phased return involves allowing the employee to come back to work gradually. This can help them to:

- settle back in following a period of long term absence; and
- feel supported when they return to work.

You may decide that this option is appropriate based on your discussions with the employee, or it may be that it's been recommended by OHS or the employee's doctor.

The employee's hours and days should increase on a phased basis, until they're back to their normal working pattern. Both you and the employee should agree the return to work pattern, normally before they're due back at work. The timescale for a paid phased return will vary depending on the circumstances, but should normally take place over the course of no more than four weeks.

You should consult with your service HR team in assessing and implementing a phased return for your employee, taking the following factors into consideration:

- operational needs of the Service
- nature of the employee's role
- employee's current state of health
- advice from OHS (occupational health service)
- advice from the employee's GP
- employee's engagement with the attendance management process.

#### Lighter duties

You should consider giving the employee lighter duties where their doctor or OHS has indicated that their medical condition prevents them from carrying out their full duties.

You should seek advice from OHS and your service HR team in making these arrangements, taking into account the needs of the service.

Lighter duties may be on a permanent or temporary basis and should be confirmed in writing, including timescales. You should review any temporary arrangements on a regular basis until the employee is able to return to their full range of duties.

#### Alternative work/Redeployment

You should explore alternative work for the employee, where appropriate. This may be in cases where they're unable to carry out their current job due to their health, or their duties will make their condition worse, even with reasonable adjustments. You should normally seek guidance from OHS in such cases.

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You should also seek guidance from OHS to assess what alternative work may be suitable. You should discuss this with the employee, and establish what skills they have and what type of work they're able to do.

You should then look to see if there are any vacancies available across the Council that may be appropriate, seeking advice from your service HR team and utilising the [Redeployment guidance and information](#) available.

### Additional training and/or retraining

This may be appropriate where:

- The employee is given alternative duties.
- The employee has to change the methods they use to carry out their job.
- The employee has been absent from work for a lengthy period of time and needs to familiarise themselves with their duties.
- The employee's duties have changed or developed in their absence.

### Further guidance

It may be that one or more of the options listed are appropriate. This list is not exhaustive and you may need to look at other measures to make sure that you have considered all reasonable adjustments. You should contact your service HR team for advice and guidance in such cases.

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