

## Common adjustments for staff experiencing mental ill health

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