Common adjustments for staff experiencing mental ill health

| Adjustments to the work schedule | • 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)  
| Adjustments to role and responsibilities | • 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  
| Adjustments to working environment | • 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  
| Policy changes | • 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  
| Ways to provide additional support and assistance | • 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  