UCL Adjustments Passport

This passport is a record of adjustments agreed between an employee and their line manager. It is confidential to the employee, their line manager and HR, and should not be shared with anyone without the prior consent of the employee. It should be reviewed every 6 months.

Managers who need help in deciding whether an adjustment for a Disabled staff member is reasonable may find it helpful to contact their HR Business Partner (HRBP) in the first instance, or UCL’s Equality, Diversity and Inclusion (EDI) Team for more complex queries. Contact details for further support are provided in Section 1.

Name of Employee:

Job Title:

Name of Line Manager:

Department/faculty/team:

## Section 1: What adjustments do you need?

The employee to complete this section in conjunction with their line manager.

### The barriers I experience at work due to my health condition/impairment or caring responsibilities impact me in the following ways:

*Example response: “If I sit for long periods of time, I experience pain due to arthritis. I also find it difficult to travel into work during rush hour periods due to my mobility limitations.”*

### I need the following agreed adjustments:

*Example response: “I need to take regular breaks, approximately every 2 hours for 15 minutes, to stand up to relieve pain and pressure I might be experiencing. On the days I travel into the office, I will start work at 7am and finish at 3pm to avoid travelling during rush hour.”*

### Is further advice or guidance required?

Further advice from third parties, such as HR, the UCL’s Workplace Health, EDI, Access to Work or Digital Accessibility advisers may be needed before changes can be agreed and implemented. If required, this should be sought within 2 weeks. Please indicate if further advice is required:

[Management referral to Workplace Health](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/manager-referrals-workplace-health): *yes/no [delete as appropriate]*

[Screening and/or Workplace Needs Assessment](https://www.ucl.ac.uk/equality-diversity-inclusion/equality-areas/disability-equality/dyslexia-and-other-specific-learning-differences) for possible/existing neurodivergent conditions: *yes/no [delete as appropriate]*

[Access to Work](https://www.ucl.ac.uk/human-resources/policies/2021/mar/access-work): *yes/no [delete as appropriate]*

Further advice from a [HRBP](https://www.ucl.ac.uk/human-resources/about-hr/contacting-hr/hr-business-partnering-contact-details) or EDI team: *yes/no [delete as appropriate]*

[Digital Accessibility Team](https://www.ucl.ac.uk/isd/services/digital-accessibility-services/support-for-staff)*: yes/no [delete as appropriate]*

## Section 2: Wellbeing at work

Completion of this section is optional for employees who have fluctuating mental or physical conditions. If this section is not applicable, please go to Section 3.

### On an ‘average day’ my impairment or condition(s) has the following impact on me at work:

*Example response: “On an average day I will need to take a break every 2 hours to get up and walk around as sitting for extended periods causes me pain.”*

### My condition fluctuates. This means that sometimes I experience the following difficulties:

*Example response: “Some days when I am experiencing a particularly bad flare up, I find it very difficult to get up in the morning until my medication kicks in. Although this is rare, I may need to adjust my start time, and I may need to take more frequent breaks.”*

### The following signs indicate that I am not well enough to be at work:

*Example response: “If I am experiencing a flare up, I find it very difficult to concentrate, may appear withdrawn/tearful, and will be much less chatty.”*

### In the above circumstances, I would like my manager to do the following:

*Example response: I would always like my manager to check in with me first, preferably via a video call, to talk through if I am well enough to work. If I become very unwell and there is difficulty contacting me, I would like my manger to reach out to my next of kin.”*

For further guidance regarding keeping in touch and returning from work following impairment-related sickness or extended caring-related absences see the [UCL Mental Health Guidance](https://www.ucl.ac.uk/human-resources/sites/human-resources/files/mh_guidance.pdf) and the [UCL Sickness Absence Policy](https://www.ucl.ac.uk/human-resources/policies/2018/may/absence-sickness-absence-policy).

## Section 3: Communicating adjustments to colleagues

The line manager should complete this section in conjunction with the employee.

### I will share the following information about your adjustment(s) with the agreed colleagues:

*Example response: “We have agreed that [line manager]’s line manager, the Director of the team, will be informed of the contents of this form to ensure that, in the event of [line manager]’s absence from work, the employee continues to be supported and agreed adjustments in place will continue in their absence.”*

## Section 4: Review

This passport should be reviewed at least every 6 months and amended as necessary with the agreement of both parties, as well as during probation meetings and subsequent annual appraisals. In addition, this passport may be reviewed:

* At a return-to-work meeting following a period of sickness/caring-related absence.
* Before a change of job, duties or work environment.
* Before or after any change in the employee’s disability or circumstances.

An employee and their line manager are both responsible for informing each other of any changes in circumstances relating to this passport at the earliest opportunity.

An up-to-date copy of this form should be retained by the employee and the line manager, as well as uploaded on the employee’s MyHR record.

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

Employee signature:

Date:

Line manager signature:

Date:

*This document was updated June 2023*