



EMPLOYEE ADJUSTMENTS

Below are some types of adjustments that may help mitigate mental health symptoms and the impact on the employee's performance at work. They are not prescriptive but employees with mental health problems have found some, or all, of these useful in their experience.

It is important to always be guided by what the person with mental health problems says – this list could act as prompts for line managers and employees exploring symptoms and support needs together.

Possible adjustments

- changes to start and finish times
- change of workspace – quieter, less busy, dividing screens
- changes to role (temporary or permanent)
- equal amount of break time, but in shorter, more frequent chunks
- extra training or coaching (during work hours)
- flexible hours
- increased supervision or support with managing workload
- lightbox or seat with more natural light
- mediation if there are difficulties between colleagues
- mentor or 'buddy' systems (formal or informal)
- phased return to work – reduced hours gradually building back up
- provision of quiet rooms
- redeployment to a more suitable role
- relaxing absence rules and limits for those with disability-related sickness absence
- temporary reallocation of some tasks
- time off for appointments, at short notice if needed
- working from home

