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**Tailored Adjustments Plan**

**(TAP) Form**

**Name of Employee:**

**Name of Line Manager:**

**Function/School & Department:**

**Date of initial Agreement:**

**Signed [Employee]:**

**Signed [Line Manager]:**

**Date of next Review:**

# Sharing this Tailored Adjustments Plan: An up-to-date copy of this form will be retained by me, my line manager, my Head of School or Head of Function and a copy will be retained on my personnel file in HR.

# A copy of this form may also be given to a new line manager with the employee’s prior consent.

With the employee’s consent, the TAP or some information from the TAP may be shared with other work colleagues where this will enable the agreed adjustments to be implemented effectively.

Figure 1

What is a ‘Tailored Adjustments Plan’?

This ‘Tailored Adjustments Plan’ is a living record of adjustments agreed between an employee and their line manager. This is normally where an employee has disclosed that they have a **disability** or a **long-term health condition** and feel that things about their workplace or the way they are working need adjusting to help them to do their job more easily.

The purpose of this Plan is, therefore, to:

* Provide employees and their line managers with a structure for discussions about workplace adjustments;
* Ensure that the employee and line manager have a record of what has been agreed;
* Minimise the need to re-negotiate adjustments each time the employee changes jobs or job roles, is re-located, or is working with a new line manager.

This plan can be reviewed and amended as necessary with the agreement of both the employee and line manager:

* At any regular one-to-one meeting;
* At a return to work meeting following a period of sickness absence;
* At appraisal or performance review meetings;
* Before a change of job or duties or introduction of new technology or ways of working;
* Before or after any change in circumstances for either the University/School/Function or the employee.

This is a **live** document and should be reviewed regularly by both the employee and manager and amended as appropriate. Remember, however, that expert advice from third parties (such as occupational health advisers, Access to Work, or IT specialists) may be needed before changes can be agreed and implemented. Managers who need help in deciding whether or not an adjustment is ‘reasonable’ should contact their [HR Partner or HR Advisor](http://www.reading.ac.uk/internal/humanresources/aboutus/humres-professionalandadvisory.aspx) for advice.

# Tailored Adjustments Plan

Brief description of disabilty and/or long term health condition (this is optional for the employee to complete)

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|  |

Impact of disablity or long-term health condition (employee to complete):

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| --- |
| **When I am feeling well (i.e. on a ‘good’ day), my disability or health condition has the following impact on me at work and in doing my job:** |
|  |
| **Adjustments which I would find helpful to enable me to do my job to my potential are:** |
|  |
| **When I am feeling unwell (i.e. a ‘not so good’ or ‘bad’ day) or my condition fluctuates, I can experience the following symptoms which may indicate I am not well enough to be at work or may need additional temporary adjustments:** |
|  |
| **Adjustments which I would find helpful to enable me to do my job to my potential in those situations are:** |
|  |

Agreed workplace adjustments (line manager to complete):

|  |  |
| --- | --- |
| **My line manager is happy to support the following workplace adjustments:** | **Date of implementation:** |
|  |  |

**Agreement on the best way for my line manager to keep in touch with me if I am not well enough to be at work due to my disability or long-term health condition**

Normal [**sickness reporting procedures**](http://www.reading.ac.uk/internal/humanresources/policiesandprocedures/AbsenceandLeave/humres-sicknessabsence.aspx) will apply if I am not well enough to work. However, if I am not able to report my sickness (due to being unwell) and/or my line manager is not able to make contact with me within 48 hours, they will contact my emergency contact (details to be updated and maintained by me on the [**Employee Self Service**](http://www.reading.ac.uk/internal/humanresources/humres-selfservice.aspx) system).

If I am absent from work on sick leave or for a reason relating to my disability or health condition for more than 7 days and have followed the usual procedures for notifying my line manager of my absence, they will keep in touch with me in the following way:

|  |  |
| --- | --- |
| **Who will contact whom?** | *(line manager to contact you? You to contact your line manager?)* |
| **How will contact be made?** | *(for example, email, telephone, text, letter)* |
| **How often?** | *(for example, daily, weekly, monthly)* |
| **When?** | *(for example, preferred day and time)* |

|  |
| --- |
| **Conversations while I am on sick leave - these are the topics my line manager and I have agreed to discuss when keeping in touch:**  **Examples include:**   * **How I am feeling;** * **What my line manager can do to help;** * **Any changes to my health which may have an impact on my work;** * **Current work;** * **Planned phased return to work;** * **Return to work date.** |

At my return to work meeting with my line manager (when I am ready to return to work), the following things will be discussed;

* Current work issues;
* A phased return/back to work plan;
* What to tell the team;
* Assessments to review existing reasonable adjustments (this may include Access to Work, G.P, or Occupational Health, for example) and identify any new adjustments that might be needed.