

# Reasonable Adjustments Fact Sheet

## Did you know?

- If you have a **disability or long-term health condition** under the Equality Act 2010, you are entitled to request reasonable adjustments at work.
- **Reasonable adjustments** are changes that help remove or reduce disadvantages you might face compared with non-disabled colleagues.
- Adjustments can cover many areas of work, such as your **working hours, duties, equipment, or work location**.
- Employers have a **legal duty** to consider reasonable adjustments and to make them where they are reasonable and practical.
- You do not need to wait until you have been in the job for a certain length of time, you can request adjustments **from day one of your employment, or even during the recruitment process**.

## Examples of reasonable adjustments

Adjustments will look different for each person, but could include things like:

- Flexible or reduced hours.
- Working from home for part or all of the week.
- Specialist equipment or assistive technology.
- Changes to your work environment (quieter workspace, adapted furniture, or lighting).
- Extra support such as a mentor, job coach, or phased return to work.
- Adjustments to policies, such as sickness absence triggers.

## How to make a request

To request a reasonable adjustment, you should:

- Put your request in writing (email or letter).
- Explain the **impact of your disability or health condition** on your work.
- Suggest the **adjustments** that could help remove or reduce the difficulties you are facing.
- Provide any supporting information (such as medical evidence) if you feel comfortable doing so, although **employers should not require this** before considering your request.

Your employer must consider your request seriously. They should discuss it with you, explore possible solutions, and confirm the outcome.

**Remember:** Reasonable adjustments are about making sure you have equal access and opportunity at work. If you're not sure what adjustments might help, you and your employer can explore options together — and advice is also available from organisations such as [\*\*Access to Work\*\*](#).

**NAME OF EMPLOYER**  
**Address or email address**

**YOUR NAME**  
**Your address or email**

**DATE**

Dear XXXXXXXXXXXXX,

I'm writing to make a reasonable adjustment request to help me manage my health at work.

**GIVE DETAILS** of how your health affects work/how your work affects your health. You do not need to share your disability, but it can help your employer understand your needs. **For example:** I've been diagnosed with anxiety and ADHD.

My current working pattern and role is **GIVE DETAILS**.

To help me manage my work and health I ask that **GIVE DETAILS** of the adjustments you would find helpful and why. **For example:** I would like to have flexible working pattern allowing me to start and finish up to an hour later to miss rush hour traffic and reduce anxiety when travelling to work.

This would mean that I can **GIVE DETAILS** of any benefits to the employer. **For example:** making this change will reduce my stress and anxiety so that I can arrive feeling calmer and better able to focus on my work as soon as I arrive.

To deal with any effects the change could have on my work or the organisation, I suggest **GIVE DETAILS** of how you and your employer could deal with any effects. **For example:** The office is manned by others in the morning so they are able to pick up calls, and I will be able to provide support through to the end of the day giving longer hours for office support. In addition the quiet hour at the end of the day would allow me focus time for more complex tasks requiring full focus.

I am happy to meet and discuss this request in more detail should this be required.

Kind regards,

**YOUR NAME**