

TALKING TO WORK

PREPARATION

Understand Your Needs and Goals

Reflect on your current condition. What will you need to perform your job effectively.

Review Company Policies

Check Your work handbook and understand your rights under employment law

Gather Documentation

Fit Notes, medical documentation and a disability impact statement

THE CONVERSATION

Time and Setting

Request a private meeting with your line manager or HR representative to discuss your situation

Communicate Clearly

Be honest, direct but also focus on solutions and share documentation

Discuss Potential Adjustments

Explore options for flexible working hours or other adjustments

Anticipate Questions

MANAGING YOUR RETURN TO WORK

Ease Back into Work

If possible, consider a phased return to work, where you gradually increase your hours and responsibilities.

Monitor Your Health

Communicate any changes or concerns to your employer promptly.

Seek Support and Resources

For example, Occupational Health Services or Employee Assistance Programs

KNOW YOUR RIGHTS:

Discrimination Protections

Reasonable Adjustments

RESOURCES

Access to Work - A government scheme that supports disabled employees

Citizens Advice - A UK based organisation that provides free, confidential, and impartial advice

ACAS - A valuable resource for employees and employers in the UK