

Adjustment request

ONE PAGE · SEND IT BY EMAIL

Four cheap, specific, checkable requests on a dated document. Not a description of how bad it is. Fill this in, email it, and keep a copy outside your work account.

TO — MANAGER

COPIED TO — HR

DATE

1 · THE ASK, IN ONE LINE

SUGGESTED WORDING — CHANGE THE NUMBER IF YOU NEED TO

I'm writing to request _____ adjustments in connection with a health condition, set out below.

2 · WHAT THE ATTACKS DO TO WORK

FUNCTION, NOT SENSATION. GIVE THE NUMBERS FROM THE LAST THREE MONTHS

ATTACKS PER MONTH

TYPICAL LENGTH

WORK DAYS AFFECTED IN 3 MONTHS

WHAT BECOMES IMPOSSIBLE DURING ONE — SCREENS, DRIVING, MEETINGS, THE OPEN-PLAN FLOOR

3 · THE ADJUSTMENTS — CHEAPEST FIRST

- ☐ On a day I wake with an attack, start late and make the hours up that week, without it being booked as sick leave
- ☐ Twenty minutes in the first-aid or quiet room at onset, which often means I finish the day instead of losing it
- ☐ A desk out of the direct line of the overhead LED panels, or the panel above my desk switched off
- ☐ Join meetings by audio with my camera off during an attack
- ☐ Notice before all-day workshops, so I can plan around them
- ☐ Other: _____

Each one is a rule with a trigger, so it can be approved or refused. "Flexibility" can be neither.

4 · WHAT I AM NOT ASKING FOR

THE PARAGRAPH THAT STOPS THE GUESSING. CROSS OUT WHATEVER DOESN'T APPLY

I'm not asking to reduce my hours, change what I'm responsible for, or move any of my work to a colleague.

5 · NEXT STEP, WITH A DATE

Could we have fifteen minutes before _____ to agree which of these are workable? I'm happy to trial any of them for a month and review.

SIGNED

Leave out: your diagnosis history, legal references, apologies, and trigger theories you aren't yet sure of. All four change the register of the reply.

AFTER YOU SEND IT

Save a copy somewhere that is not your work email. If the answer is partial, reply confirming what was agreed as a list. If it's no, ask for the reason in writing and ask what would be workable instead.