

Adjustment Plan for Menopausal Symptoms

Employee's Name:

Job Title:

Line Manager's Name:

This plan records the adjustments agreed between you and your Line Manager to support you at work when experiencing menopausal symptoms. Its purpose is to:

- ensure that both you and your manager have a record of what we have agreed so that you feel supported;
- act as a starting point for discussion if you change job, relocate or your Line Manager changes; and
- provide you and your manager with a structure to use when regularly reviewing and updating adjustments.

This plan is a living record and you and your Line Manager can agree when and how it needs to be reviewed and updated. This may be:

- at any regular one-to-one meeting;
- at a return-to-work meeting following a period of sickness absence;
- at six-monthly and/or annual appraisals;
- before a change of job, responsibilities or work location, or a change to working practices; or
- before or after any change in circumstances for either you or the organisation.

(Page to be completed by the Employee)

How my menopausal symptoms impact my working life:

Symptoms:

Adjustments that help me manage my menopausal symptoms at work:

Suggested adjustments:

(Page to be completed by the Line Manager)

Support and adjustments agreed:

We have agreed to put in place the following adjustments. If the adjustments are no longer effective or suitable (for example, your symptoms change), you will let me know so that we can discuss alternatives:

Other support and advice:

We have discussed other sources of support, information and advice that may help you during your menopause transition. These are:

An up-to-date copy of this form will be retained by you and your Line Manager.

With your consent, we may also give a copy of this form to a new or prospective Line Manager. If you change jobs or are assigned a new Line Manager, the new Line Manager should accept the agreed adjustments in this plan, so long as they remain reasonable and ensure that they continue to be implemented. We may need to review and amend this plan at a later date but, unless there is any change in circumstances that might affect the reasonableness of the adjustments, this should not happen until both you and any new Line Manager have worked together for a reasonable period of time.

We will ensure that your personal data, including data relating to your health, is handled in accordance with our Data Protection Policy and policy on processing special categories of data. Any breach of confidentiality will be treated very seriously and dealt with under our disciplinary procedure.

Employee's Signature:

Date:

Line Manager's Signature:

Date: