To the Employer (line manager)

Date

Dear

**Re: Reasonable Adjustment Foreseeability Notification/ Disability leave request**

I am writing to inform you of a potential situation that will impact my ability to perform certain job duties in the near future. As my employer you are aware of my circumstances and the nature of my disability and the reasonable adjustments required to help me perform in my role.

It is now coming up to **[insert number of weeks]** since a request for reasonable adjustments has been made and to date they have not been fully implemented.

Whilst I have been managing the situation to the best of my abilities, this is not sustainable. It is simply not possible to manage my work without my reasonable adjustments in place. Therefore, it is important to proactively communicate this foreseeability with you. Recently, I have been experiencing **[briefly describe the circumstances affecting your ability to perform**].

As my employer you are under a legal obligation to provide reasonable adjustments to employees with disabilities and prevent discrimination as specified under the Equality Act 2010. Failure to do so may constitute a breach of the law exposing the organization to potential liability and legal consequences.

Whilst I remain confident in my standards of professional judgement. I am concerned that I may face capability, sickness or disciplinary procedures, further exacerbating my stress levels. Therefore, as per the guidance set out in M18 “How to implement Reasonable Adjustments” if you are not able to resolve the delay in implementing my reasonable adjustments and cannot provide suitable alternative duties then you must consider the option of disability leave until my adjustments can be fully implemented.

I kindly request that you meet with me and my trade union representative to discuss this request for disability leave at your earliest convenience.

I fear that any further delay or failure to grant disability leave will impact on me and may manifest itself in terms of mental health issues including an acute stress reaction.

Given my concerns, I am asking and would expect you to conform to the best practice in HSG65: Managing for Health and Safety, and in particular to carry out proper assessments of the risks currently being posed to my health.

If disability leave is not granted I ask you to confirm that you will not expose me to dangerous and excessive levels of stress during the course of my work, not to expose me to quantitative work overload, to provide me with sufficient resources to carry out my work safely and without risk of injury and to review my needs in relation to a safe working environment.

If these requirements are not met and I should become ill as a result of your failures, I reserve the right to pursue a personal injury claim. I would ask you to act appropriately before this comes to pass.

I am copying this notice to my trade union representative.

Yours sincerely