



## Group Benefits

# What's on your mind?® Finding the right fit

Looking to modify a job for a medical reason can be a daunting task whether you are the employee being accommodated or the leader that is trying to make it happen. Throw in concerns about privacy and the stigma surrounding mental health and it can become downright overwhelming. The good news is that it doesn't have to be that way.

The following accommodations may be considered for certain limitations resulting from a mental health condition. They can be set without disclosing the medical reasons behind the accommodations to other employees.

### Workload

Often people with mental health conditions struggle with meeting tight deadlines. Gradually adjusting the workload may allow the employee to experience success and not be overwhelmed with what they have to accomplish. You may also want to think about dividing large assignments into smaller, more manageable tasks.

### Scheduling

Exploring the possibility of gradually increasing work hours may help someone who is returning to work after a leave for a mental health condition.

You may want to consider:

- Is there a time of day when the employee functions better?
- Is there flexibility to attend appointments?

### Communication

It is important that the employer and employee communicate.

- If memory is a concern, any instructions or important information should be provided in writing.
- You may want to have regular check-in meetings to keep the lines of communication open.

### Training

If a person has been struggling with a mental health condition for a long period of time, sometimes re-training provides additional support. You may need to consider the length of time allowed for the training and whether it is individualized or self-paced learning.

### Environmental

Reduced ability to concentrate and a shorter attention span are common concerns for someone suffering from a mental health condition. Are there things that can be done to reduce distractions, noise and/or interruptions?

For more information, please visit [www.manulife.ca/mentalhealth](http://www.manulife.ca/mentalhealth).

