

## Equality Impact Assessment Report Template

<b>Name of policy, procedure or function: Disability Leave</b>				
<b>Service Area:</b> Human Resources	<b>Team Members:</b> Jane Brinklow, Jo Brown, Janki Manek			<b>Date:</b> January 2008
<b>Findings</b>				
<p><b>General</b> Identify the circumstances in which a disabled employee may be entitled to disability leave and the procedure for requesting and taking the leave. This will result in clear and consistence guidance to employees and managers in supporting disabled employees. This will affect all members of staff who are considered disabled under the Disability Discrimination Act.</p> <p><b>Specific Equality Areas</b> Specific groups may:</p> <ul style="list-style-type: none"> <li>▪ Not be able to read policy (people with visual difficulties)</li> <li>▪ Be reluctant for people to reveal mental health difficulties because of the perceived stigma of these conditions.</li> <li>▪ Have difficulty in understanding the wording of the policy</li> <li>▪ Be reluctant for people to reveal epileptic conditions because of the perceived stigma of these conditions.</li> </ul> <p>To overcome these it would be essential that make individuals are made aware of this policy by different methods.</p>				
<b>Further Actions</b>				
Problem/barrier identified	Actions to overcome problem/barrier	Resources required	Responsibility	Target date
Employees with visual impairment may not be able to view policy. There may be reluctance for people to reveal mental health difficulties because of the perceived stigma of these conditions.	During sickness meetings ensure that people are made aware of the facility. Ensure people are made aware of that the policy can be converted into other formats, eg Braille, audio. Explain policy to people who identify a disability.	HR Resources	Jane Brinklow	Ongoing