Ask for changes at work

A letter asking your employer for changes at work because of an eye condition, such as a clean, private place to care for your lenses.

Who fills it in: you. A note from your eye doctor explaining what's involved can help; you don't have to share more medical detail than is needed.

How to use it

- Type into the boxes in a PDF reader, or print it and write in pen. **The letter starts on page 2.**
- Tick only what fits. The list of changes is a starting point for a conversation, not a demand.
- In the US, there are no "magic words": telling your employer you need a change at work because of an eye condition counts as a request. In the UK, ask about reasonable adjustments. Send it to your manager or HR, and keep a copy.
- What the law says, with sources: sclerallensguide.com/tools/printable-forms/

This isn't legal advice

This is a general starting point. Whether the law covers you depends on your situation and where you work, and the rules change. Check the current guidance, or ask your HR team, before you rely on it.

Your name

Date

Your address, phone and email

To: name and role manager or HR

Re: Request for changes at work because of an eye condition

Dear

My eye condition

My job title

I have the eye condition named above and wear scleral contact lenses prescribed by my eye doctor. I am asking for the following changes at work, so that I can do my job well:

- [ ] A clean, private space to put in, refill or remove my lenses, such as an empty office, a first-aid room or a wellness room
- [ ] A short break when I need to care for my lenses
- [ ] Keeping a small lens kit at my desk or workstation
- [ ] Changes to my screen setup, lighting or glare
- [ ] Flexible hours for eye care appointments

Something else:

How it affects my work (optional):

The law that may apply:

- [ ] **US:** I am asking for a reasonable accommodation under the Americans with Disabilities Act.
- [ ] **UK:** I am asking for reasonable adjustments under the Equality Act 2010.
- [ ] A note from my eye doctor is enclosed, or available on request.

I'm happy to talk about these, and about other options that would work. Please reply in writing.

Thank you,

Signature

Your name