Name: _____

Migraine & Headache Australia: Workplace Adjustments Passport

This Workplace Adjustments Passport is an employee-led document designed to support open, confidential, and ongoing conversations between employees and their managers. It helps ensure that the right supports are in place for people living with migraine, so they can work safely, comfortably, and effectively. The passport belongs to the employee and can be updated at any time.

Position Description and Job Requirements

Date position description reviewed	
Tasks requiring adjustment	

1. About My Migraine

This section allows you to share the impact of migraine in your own words, focusing only on what is relevant to work.

- How often do you experience migraine?

- What are your typical / most bothersome symptoms?

- How long do your migraine episodes usually last?

- How does migraine impact your day-to-day activities at work?

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2. Migraine & My Work

Here you can outline how migraine affects your ability to perform tasks at work.

- Tasks or situations that can be difficult during a migraine (e.g., screen use, meetings, phone calls)

- What support you may need if a migraine occurs at work (e.g., time to rest, a quiet space, option to go home).

- Workplace factors that may trigger migraine (e.g., lighting, noise, workload, stress).

- Adjustments that may reduce the risk of migraine (e.g., flexible hours, regular breaks, remote or hybrid work).

3. My Migraine Action Plan

This section sets out proactive steps and agreed adjustments to support your health and productivity.

- Things I can try that may help reduce the impact (e.g., staying hydrated, using screen filters).

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• Adjustments or changes my employer can provide (e.g., flexible scheduling, workspace modifications).

• What I will do if I experience a migraine at work (e.g., take medication, inform my manager, take a short break).

• Co-worker support (e.g., recognise episode cues, encourage breaks, assist with tasks if needed)

• Emergency contact details (if appropriate).

4. Review & Updates

This passport should be reviewed regularly to ensure adjustments remain effective.

• How often will this plan be reviewed? (e.g., every 6 months)

• When should the passport be updated? (e.g., new role, change in health, or new triggers identified)

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5. Agreement

This passport is owned by the employee. Sharing is voluntary and only the information the employee wishes to provide should be included.

Employee name: _____ Date: _____

Manager name: _____ Date: _____

6. Workplace Adjustments Checklist

This checklist provides examples of common adjustments for people with migraine. Employees can tick the items that are relevant to them or add their own.

- ☐ Flexible start and finish times
- ☐ Option to work from home or in a hybrid arrangement
- ☐ Access to a quiet room or low-stimulation space during migraine episodes
- ☐ Adjustments to lighting (e.g., natural light, screen filters, dimmer switches)
- ☐ Noise reduction measures (e.g., noise-cancelling headphones, quieter workspace)
- ☐ Regular breaks to reduce screen time and manage fatigue
- ☐ Ergonomic workstation setup (e.g., monitor height, anti-glare screens)
- ☐ Desk move
- ☐ Time off for medical appointments
- ☐ Modified workload or flexible deadlines during migraine episodes
- ☐ Awareness training for colleagues and managers about migraine
- ☐ Agreed communication plan during migraine episodes (e.g., email instead of calls)
- ☐ Emergency support plan (e.g., who to contact if migraine occurs at work)

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Additional Notes