



# Workplace Accommodation Scripts for PDA Adults

Ready-to-use scripts for common workplace situations

Requesting workplace accommodations as a PDA adult can feel impossibly demand-heavy. These scripts are designed to reduce that load — ready-to-customise starting points for the most common workplace conversations. Use them as written, adapt them to your situation, or use them as a reference when drafting your own.

**Your rights** Under the Disability Discrimination Act 1992 (Cth), employers are required to provide reasonable adjustments for employees with disability. Autism, including PDA, is a disability under this Act. You do not need to justify your neurology — only describe the adjustments you need.

## Script 1: Initial Disclosure Email to HR

Use when: You are disclosing for the first time and want a formal record. --- Subject: Request for Workplace Reasonable Adjustments Dear [HR contact name], I am writing to formally request reasonable workplace adjustments under the Disability Discrimination Act 1992. I have a disability (autism spectrum condition) that affects certain aspects of how I work most effectively. I am requesting the following adjustments: [list your specific adjustments, e.g. flexible start time, work from home two days per week, written briefs rather than verbal task assignments]. I am happy to discuss these requests and provide supporting documentation if required. I would appreciate a meeting at your convenience to discuss how to implement these adjustments. Thank you for your support. [Your name]

## Script 2: Informal Conversation with a Supportive Manager

Use when: Your manager is approachable and you want to have a low-stakes conversation before anything formal. --- "I wanted to have a conversation about how I work best. I'm autistic, and there are some things about the way I'm set up that are worth knowing. I tend to do my best work when I have [describe your needs — e.g. advance notice of changes, written instructions, some flexibility on meeting attendance]. I'm wondering if we could look at a few small adjustments that would let me contribute more effectively. Would that be something you're open to discussing?"

## Script 3: Requesting Flexible Hours

Use when: Fixed start/finish times are not sustainable for your nervous system. --- Email version: "I'd like to request flexible start and finish times as a reasonable adjustment for my disability. I find I am most effective when I can work within a flexible window rather than fixed hours. My output and availability for core hours [between X and Y] would remain consistent. Could we discuss formalising this arrangement?"

## Script 4: Requesting Work From Home

Use when: The office environment is significantly depleting. --- "Working in the office environment involves sensory and social demands that significantly affect my capacity. I'd like to request [X days per week] working



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from home as a reasonable adjustment. I have found that I produce my best work in a controlled environment, and this arrangement would allow me to sustain my output more reliably. I'm happy to be available for essential in-office days with advance notice."

## Script 5: Requesting Written Communication

Use when: Verbal instructions are difficult to process reliably. --- "I process written instructions significantly more reliably than verbal ones. As part of my adjustments, I'd like to request that task assignments and key decisions are followed up in writing — an email or message is fine. This would allow me to act on information accurately and reduce the need for clarifying follow-ups."

## Script 6: Addressing a Performance Concern (After Disclosure)

Use when: A performance issue has been raised and you want to connect it to your disability and adjustments. --- "I want to address the concern about [specific issue] directly. I believe this is connected to my disability — specifically [brief description of how, e.g. the shift in task structure removed an adjustment that was supporting my performance]. I'd like to work with you on a solution. Could we revisit the adjustments we discussed and identify whether a change in approach would resolve this?"

## Script 7: Reducing Meeting Load

Use when: Frequent or back-to-back meetings are unsustainable. --- "I'd like to request a reduction in meeting attendance as a reasonable adjustment. I find that a high meeting load significantly reduces my capacity for the focused work my role requires. Could we identify which meetings are essential for me to attend and which I could contribute to asynchronously instead? I'm happy to receive meeting notes and respond in writing where attendance isn't critical."

## Script 8: Communicating During a Hard Period (to a Trusted Manager)

Use when: You are in a difficult period and want to give a heads up without over-explaining. --- "I want to give you a heads up that I'm managing a difficult period at the moment — my disability-related capacity is lower than usual. I'm working on it, and I'm doing what I can to manage my output. If you notice any changes in my work, that's the context. I'm not expecting anything from you — I just wanted you to have the picture."

## Customisation Notes

- You do not need to use the word "autism" if you prefer a different description of your disability
- You do not need to explain or justify why you need an adjustment — only what the adjustment is
- Written communication (email) creates a record — prefer this for formal requests
- If a manager is not responsive, escalate to HR — you have the right to request adjustments formally
- Keep copies of all accommodation requests and responses



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## Helpful Tip

Australian Human Rights Commission: [humanrights.gov.au](http://humanrights.gov.au) | 1300 369 711

For more workplace and legal resources, visit [pdaaustralia.com.au/adults](http://pdaaustralia.com.au/adults)