

Template letter to employers of people living with diabetes requesting time off work to attend structured education

Dear **[Name of line manager]**

Re: **[Name of person living with diabetes]**

I am writing as a member of the diabetes healthcare team to ask you to assist your above named employee to attend a diabetes education course.

All people with diabetes should attend an education course as a core part of their diabetes treatment and as set out in national guidelines. Education courses are proven to help people with diabetes understand and manage their life-long condition better, and gain the skills to manage of their health.

Better management of diabetes is associated with improvements in quality of life, productivity at work and less time off sick. People who have been on a course are also less likely to experience the serious complications of diabetes. Therefore, these courses are a small investment of time that can bring significant longer-term gains.

I therefore strongly advise that **[name of person living with diabetes]** attends a course. Your assistance in supporting their attendance through adjusted working patterns or the provision of paid leave would be much appreciated. This may be considered as a reasonable workplace adjustment under the Equality Act 2010.

[Delete as appropriate based on referral:

- **The DESMOND course for adults with Type 2 diabetes consists of a whole day (six hour) session and helps participants to understand their diabetes, make food choices and learn how to manage their condition.**
- **The X-PERT Diabetes Programme for adults with Type 2 diabetes consists of two and a half hour sessions delivered over six weeks. The programme explores how diabetes affects the body and how lifestyle changes can help diabetes management.**
- **The DAFNE course for adults with Type 1 diabetes consists of a five day training course, plus a follow up session at eight weeks. This will give them the skills necessary to calculate the amount of carbohydrate in each meal and inject the right dose of insulin.**
- **OR Provide details of time requirements of local course if appropriate].**

If you have any questions about diabetes education or how you can support your employee, please contact Diabetes UK on 0345 123 2399 or www.diabetes.org.uk.

Thank you for your consideration.

Yours sincerely,

[Health professional's name]