

Temporary Disabled Parking Permits

Members of staff may develop health conditions which impact on their mobility. Where the health issue has a significant impact on their mobility it may be possible for them to have a **temporary** permit to allow them to use a disabled parking bay, free of charge.

The process for requesting a temporary permit is as follows:

- The line manager must make a referral to Occupational Health via the on-line referral process. For members of staff who are returning to work after a long period of sickness absence, referrals must be sent in sufficient time for the appointment to take place and for the report to be received prior to the planned return date.
- The OH report will indicate whether the member of staff has a condition which significantly impacts on their mobility and whether the employee's return to work would benefit from the provision of a temporary disabled person's parking permit. The OH report will also state the period of time this support is likely to be needed for.
- The employee's line manager should alert their Employee Relations and Change Manager to the recommendations, including the location and duration needed for parking.
- The People Directorate will liaise with the Estates & Facilities Transport team to request the temporary disabled person's parking permit.
- Any requests to extend the length of the temporary disabled person's parking permit beyond the period indicated in the OH report must be referred to the Employee Relations and Change Manager for the Faculty/Directorate who will liaise with OH.

Members of staff who develop longer term mobility issues are advised to contact their local authority to obtain a Blue Badge.

Where a Blue Badge is declined or is not a viable option but the employee's condition continues to have a significant impact on their mobility, they can re-apply for a temporary disabled person's permit under the above arrangements.

Holders of Blue Badges can apply for a free permit using the link <https://parkingpermits.gre.ac.uk> .The permit will allow the holder to park free of charge on any University campus. Blue Badge holders must display their badge when parked in a disabled bay.

Permit holders should normally park in disabled bays, but may park in other bays where necessary, free of charge.