



## Policy on leave for medical and dental appointments

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#### 1. Time-off for preventative health screening

On the understanding that they will arrange such visits in their own time whenever possible, members of staff are allowed time off work (without loss of pay) for the purposes of preventative health screening. Such leave should be agreed with Heads of School/Service in the usual way.

#### 2. Time off for ante natal care

Members of staff are entitled to paid time off for ante natal care subject to the production of an appointment card. This includes appointments at Hospital, with General Practitioners and/or Midwives and attending ante natal classes.

#### 3. Appointments with general practitioners, dentists and opticians

The normal expectation is that such appointments will be arranged in the member of staff's own time. This will almost always be the case with part time staff. If it is not possible to arrange an appointment outside normal working hours, and time off work cannot be avoided, arrangements can be made for the member of staff concerned to make up the time lost.

#### 4. Hospital appointments

Where members of staff are required to attend a Hospital appointment during their normal working hours paid time off should be granted, subject to the production of an appointment card.

#### 5. Time off for fertility treatment

Although there is no statutory right to take time off work in connection with fertility treatment, sympathetic consideration will be given to members of staff who require time off to attend medical appointments etc. Members of staff who are undergoing such treatment and need to take time off work are advised to contact their Faculty/Service Human Resources Manager/Officer.