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TIME OFF FOR ELECTIVE SURGERY POLICY

Drafted by: HR in consultation with Judicium

Reviewed: February 2022

Next Review: November 2023

Introduction

This policy applies to all employees of the school irrespective of their level or grade (collectively referred to as "you" and "Staff" in this policy) *who are advised to familiarise themselves with its content.*

This policy does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The school reserves the right to amend this policy at any time.

What is Elective Surgery?

Elective surgery is surgery that is subject to choice and not surgery that is considered to be medically necessary, for example because it is concerned with the enhancement of appearance through surgical and medical techniques. It includes cosmetic surgery (such as breast implants and face-lifts) and other non-essential medical procedures such as laser eye treatment and vasectomies.

Requesting and taking time off work

The school wishes to support you in your personal decisions; however, it is important that the good operation of the school is not adversely affected, where this can be avoided.

If you wish to apply for time off for elective surgery, you are encouraged to talk to your line manager as early as possible (and as a minimum, at least four weeks prior to any scheduled surgery/procedure), to enable them to consider if and how such a request may be accommodated. If no date has yet been scheduled for elective surgery, then it will be useful to discuss this with your line manager, including the likely recovery time, to enable them to determine if and when the school may be able to accommodate such a request.

You will be required to provide the school with details in writing including the required period of leave requested, the reasons for the elective surgery and a statement from a medical practitioner confirming

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that elective surgery is to take place, the date (where this has been scheduled) and the likely date of return/length of absence.

Any information provided will be treated with sensitivity and will be maintained in strict confidence and will only be disclosed on a “need-to-know” basis.

Elective Surgery Leave

Payment for time off to undergo or recuperate from elective surgery may, depending on the circumstances, be paid as, and recorded as, sickness absence in line with your contract of employment subject to you complying with the usual certification and notification requirements set out in the school’s Sickness Absence and Sick Pay Policy. The school will confirm any such entitlements ahead of such leave starting.

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If there are unexpected complications or problems during or following the surgery which requires longer time off work than anticipated, then such additional time will be treated as sick leave and paid in accordance with your entitlements. In such cases, you must produce a medical certificate confirming how long you are signed off for, end dates and reason for your absence. You must comply with the school’s Sickness Absence and Sick Pay Policy.

The following arrangements will normally apply in relation to time off for elective surgery:

Teaching and Term Time only Support Staff

Where possible, teaching and term-time only support staff should arrange any such procedures during the school closure periods in order not to miss any days of the school term and to keep any disruption to a minimum, to ensure efficient operation of the school. Where this is not possible, you should speak to the Line Manager / Headteacher to discuss your circumstances.

Support Staff working all year round

Support staff employed to work all year round may arrange to take paid annual leave if you require further paid time off outside the entitlements outlined within this policy, provided you comply with the school’s requirements for the taking of annual leave. Please refer to your contract of employment and the school’s Annual Leave Policy for further details regarding booking annual leave.

You may also be required to provide an appointment card and/or a statement from a qualified medical practitioner that elective surgery has been approved and confirming the time off required for recovery.

Time off for Fertility Treatment

Please refer to the school’s Time off for Fertility Treatment Policy for further details.

