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TIME OFF FOR FERTILITY TREATMENT POLICY

Drafted by: HR in consultation with Judicium

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Next Review: November 2023

Introduction

The school recognises the emotional and physical challenges which may arise from undergoing fertility treatment and wishes to support you in your personal circumstances.

This policy is intended to assist eligible staff members in the logistical and emotional aspects of undergoing fertility treatment.

The school will make necessary accommodations for those undergoing fertility treatment; however, it is important that the efficient operation of the school is not adversely affected, where this can be avoided.

This policy applies to employees of the school only (which will be referred to as “you” in this policy). It does not form part of any employee’s terms and conditions of employment and is not intended to have any contractual effect.

The school reserves the right to amend this policy at any time to ensure that its operational needs are met.

Requesting and taking time off work

You are encouraged to discuss your situation with your Line Manager. 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.

You are encouraged to request time off as far in advance as possible and you should try to arrange fertility treatment at a time that will cause the minimum amount of inconvenience to the school, however, the school recognises that you may require unforeseen time off before or after fertility treatment.

Fertility Treatment Leave

Employees who have worked continuously at the school for 12 months or more at the date of the requested time off, and who are personally undergoing fertility treatment, are entitled to up to 2 days’

Part of the

Mulberry
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paid leave in any 12-month period. The paid leave will be paid at the employee's normal rate of basic pay.

This leave might be used, for example, to undertake treatment or to allow you some time to deal with the physical or emotional effects of fertility investigations or interventions.

Whilst the normal arrangements concerning absence notification will apply, you may request retrospectively that up to 2 days of your absence is treated as fertility treatment leave upon your return to work. Leave for fertility treatment is designed to be flexible, and Line Managers are advised to discuss available leave options with you.

You may wish to combine the 2 days' fertility treatment leave with other types of leave to suit your needs, subject to the agreement by the school. This may include annual leave, unpaid leave, and sickness leave.

If you are seeking to book fertility treatment leave, you should submit your request for time off (and the reasons for the request) in writing to your Line Manager providing reasonable notice of the request (please see policy below for specific requirements).

Medical Appointments

Investigations regarding infertility, consultations exploring treatment options and medical interventions aimed at assisting conception will be regarded as medical appointments and any such appointments will be treated no less favourably than any other medical appointments.

As usual, you should try to arrange medical appointments at times that will cause the minimum amount of inconvenience to the school and time off to attend medical appointments must be authorised by your Line Manager / Headteacher in advance in the normal way.

You may also be required to provide an appointment card and/or a statement from a qualified medical practitioner that fertility treatment has been approved.

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 academic 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 your 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 they 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.

Time off for IVF treatment

In the case of IVF, once a fertilised egg has been implanted in the uterus, you are deemed legally to be pregnant. From that time, you are legally protected from unfavourable treatment for the duration of your pregnancy and will be entitled to time off for antenatal care and pregnancy-related sickness, as per the school's Time off for Antenatal Care Policy and Maternity Policy.

In the unfortunate event that the IVF cycle is not successful, or the pregnancy is not sustained, you will remain legally protected for a further 2 weeks. In the event that you need to take time away from the workplace, you may use paid fertility leave, annual leave or sickness leave as appropriate. You are encouraged to discuss these options with your Line Manager / Headteacher, should the occasion arise.

Time off for accompanying a woman undergoing Fertility Treatment

This entitlement does not apply to the partners of women undergoing fertility treatment. Partners of expectant mothers are entitled to unpaid leave for up to two antenatal appointments, as per the school's Time off for Antenatal Care Policy.

Salary during time off for Fertility Treatment

There is no contractual or statutory right to receive salary during time off for fertility treatment and any payment of salary made by the school in such circumstances is done so in its absolute discretion.

