

How to ... Time Off For Medical Appointments

This How to Guide gives examples of requests and what would be regarded as reasonable paid time off for medical appointments.

[EQUAL TRAVEL TIME FROM HOME OR WORK TO APPOINTMENT](#)

[TRAVEL TIME FROM HOME TO PLACE OF WORK LESS THAN TO APPOINTMENT](#)

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(e.g. employee lives and works in Perth)

- 1 Employee contracted to work standard hours 08.45 to 17.00 and participates in Flexi Scheme. Appointment is at 10.15 and 15 minutes travel time needed from place of work. Appointment lasts until 12.00 and employee comes back to work at 12.15.**

Employee would be credited with any hours worked before leaving at 10.00 for appointment. If employee went straight to appointment from home without working first no additional credit would apply for 08.45 to 10.00.

Employee must still take minimum 30 minutes lunch.

- 2 Employee contracted to work standard hours 08.45 to 17.00 and participates in Flexi Scheme. Appointment is at 11.00 and 1 hour travel time needed from place of work. Appointment lasts until 15.00.**

Employee would be credited with any hours worked before 10.00. If employee went straight to appointment from home without working first no additional credit would apply for 08.45 to 10.00. Credit would also apply between 11.00 and 16.00 less a minimum 30 minutes for lunch.

If the employee did not return to work there would be no credit between 16.00 and 17.00.

- 3 Employee contracted to work standard hours 08.45 to 17.00 and participates in Flexi Scheme. Appointment is at 15.00 and 30 minutes travel time needed from place of work. Appointment lasts until 17.30.**

Employee would be credited with 2 ½ hours (14.30 to 17.00) but would not be eligible for any credit after the end of their standard day.

- 4 Employee contracted to work 10.00 to 18.00 and participates in Flexi Scheme. Appointment is at 15.00 and 30 minutes travel time needed from place of work. Appointment lasts until 17.30.**

Employee would be credited with 3 ½ hours (14.30 to 18.00) as with the 30 minutes travel time this would take them to the end of their standard day.

- 5 Employee contracted to work 11.00 to 15.00 with no lunch break and participates in the Flexi Scheme. Appointment is at 11.30 and 30 minutes travel time needed from place of work. Appointment lasts until 12.00.**

Employee would be credited with any hours worked before 11.00. 1 ½ hour credit would also apply between 11.00 and 12.30 with no deduction for lunch.

If the employee did not return to work there would be no credit between 12.30 and 15.00.

- 6 Employee contracted to work 08.45 to 13.00 with no lunch break and participates in the Flexi Scheme. Appointment is at 11.30 and 30 minutes travel time needed from place of work. Appointment lasts until 12.00.**

Employee would be credited with hours worked before 11.00. 1 ½ hour credit would also apply between 11.00 and 12.30 with no deduction for lunch.

If employee did not return to work there would be no credit between 12.30 and 13.00.

- 7 Employee contracted to work 13.00 to 17.00 with no lunch break and participates in the Flexi Scheme. Appointment is at 11.30 and 30 minutes travel time needed from place of work. Appointment lasts until 12.00.**

As time required for appointment, including travel time, falls outwith the employee's standard working hours no credit would apply.

- 8 Employee contracted to work 08.45 to 17.00, Monday to Thursday and participates in the Flexi Scheme. Appointment falls on a Friday.**

As Friday is a non working day no credit would apply.

TRAVEL TIME FROM HOME TO PLACE OF WORK LESS THAN TO APPOINTMENT [back](#) (e.g. employee lives in Kinross, works in Perth and appointment in Dundee)

- 9 Employee contracted to work standard hours 08.45 to 17.00 and participates in Flexi Scheme. Appointment is at 10.15 and 45 minutes travel time needed from place of work. Appointment lasts until 12.00 and employee comes back to work at 12.45.**

If the employee came into work before appointment and then left at 09.30 they would be eligible for 3 ¼ hours credit between 09.30 and 12.45.

However, if they chose to go directly to appointment without coming to work first they would be eligible for 2 ¾ hours credit between 10.00 and 12.45.

In both circumstances the employee must still take minimum 30 minutes lunch.

TRAVEL TIME FROM HOME TO PLACE OF WORK MORE THAN TO APPOINTMENT [back](#) (e.g. employee lives in Dundee, works in Perth and appointment in Dundee)

- 10 Employee contracted to work standard hours 08.45 to 17.00 and participates in Flexi Scheme. Appointment is at 14.00 and 45 minutes travel time needed from place of work. Appointment lasts until 15.30.**

If the employee left to travel to the appointment at 13.15 and returned to work at 16.15 they would be eligible for 3 hours credit.

However, if they chose not to come back to work they would be eligible for 2 ¼ hours credit between 13.15 and 15.30.

In both circumstances the employee must still take minimum 30 minutes lunch.

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- 11 Does the Teachers Requests for Leave of Absence Local Agreement still apply?**

Yes, the Time Off for Medical Appointments policy sits alongside the Local Agreement and does not replace any of the provisions in it.

- 12 Is paid time off to participate in a medical trial covered by the policy.**

No. This would not be eligible for paid time off as it is not medical treatment.

- 13 I attend regular medical appointments in connection with my disability. What paid time off will I be eligible for?**

A reasonable adjustment may apply for employees who have regular medical appointments in connection with a disability or where associative discrimination could apply, e.g. a parent taking their disabled child for regular appointments in connection with their disability.

Such cases will be considered on a case by case basis. However, there would be an expectation that where any additional paid leave is being considered this would be in conjunction with the employee's using some of their own time (annual / flex leave).

14 Can I have paid time off to attend an appointment at the mobile breast screening clinic?

If you have been allocated an NHS appointment you will be eligible for paid time off if you require time during your normal working hours to attend.

15 If I am unwell after my appointment will the remainder of the day be treated as sick leave?

If you are unwell as a result of the assessment or treatment etc and unable to return to work you should contact your line manager to advise them. In those circumstances the time will be recorded as a medical appointment.

However, if you are still unwell for a second day the absence on the second day would be treated as sick leave.

16 My job involves some manual physical work. What paid time off will I get if I need to shower or freshen up before going to my appointment?

You should discuss with your line manager to agree what paid time off would be reasonable in the circumstances.

17 My job involves some manual physical work. Will I get paid time off if I will be unable to carry out my full duties on return to work after my appointment?

You should discuss with your line manager to determine if there is alternative work you could carry out. If this is not practical the remainder of the day will be recorded as a medical appointment.

Any subsequent absence as a result of the assessment or treatment etc will be treated as sick leave.

18 Can I home work before or after my appointment instead of coming in to work?

You should discuss with your line manager to agree if there is work you may undertake at home. If there is you would be credited with actual hours worked and reasonable travel time, up to your normal contracted hours.

19 Who do I contact for any further advice?

You should contact Human Resources for any further advice.