

TIME OFF FOR MEDICAL APPOINTMENTS

POLICY STATEMENT

Perth & Kinross Council recognises that employees will from time to time need to attend medical, hospital, dental, optician and other similar appointments. Employees should make such appointments in their own time or if this is not possible, then at times that will cause minimum amount of absence from work.

SCOPE

The provisions within this policy apply to all employees of Perth & Kinross Council.

GENERAL

Employees must take reasonable steps to arrange medical appointments in their own time (or by using annual leave/flexi time) with minimum disruption to work. For example regular check ups with GP and dental appointments.

Employees should be prepared to produce appointment cards or letters when requested to do so by their manager.

Any employee suspected of abusing these provisions should be investigated by the manager and could result in disciplinary action being taken under the [Achieving and Maintaining Standards Policy](#) / [Disciplinary Procedure for Teachers](#).

TYPES OF SPECIAL LEAVE COVERED WITHIN THIS POLICY

Perth & Kinross Council offers time off to attend medical appointments; this is explained in more detail below. A summary of each type is provided below to assist employees and Managers in identifying the leave that may be applicable

- [Non Emergency & Routine Appointments](#)
- [Emergency Appointments](#)
- [Occupational Health Appointments](#)
- [Ante-Natal Appointments](#)
- [Alternative Therapies](#)
- [Dependants](#)
- [Donating Blood](#)
- [Fertility Treatment](#)
- [Life Style Treatments](#)
- [Transgender Appointments](#)

NON EMERGENCY & ROUTINE APPOINTMENTS

An employee who needs time off to attend a routine medical or dental appointment should give their manager as much notice as possible. For example, if an employee arranges an appointment by calling their GP's surgery at 8am on the morning of the day they are ill, they should contact their manager as soon as they can to inform them of the appointment.

Leave may be granted for the time off required in the following circumstances;

Employees who participate in Flexitime	Employees who do not participate in Flexitime
Medical or dental appointments should be made in employees own time by clocking in and out.	Up to one day paid, depending on location, time of appointment and any additional travel time required to attend.

EMERGENCY APPOINTMENTS

Employees may require an urgent medical appointment on occasion, which may require time off during working hours with minimal notice. Reasonable paid time will be granted in these circumstances, subject to line management's prior agreement.

OCCUPATIONAL HEALTH APPOINTMENTS

Employees who are required to attend the Council's Occupational Health Service will receive paid time off to attend appointments where these take place during the employee's normal working hours.

ANTE-NATAL APPOINTMENTS

Pregnant employees have a statutory right to paid time off work to enable them to attend ante-natal appointments, where their attendance has been recommended by a registered medical practitioner, midwife or nurse. These will normally take place at the GP surgery, hospital or at home and can include parenting classes which may only be available during normal working hours.

Where an employee wishes to attend other classes which may be beneficial during pregnancy, for example, aqua classes, they should request time off from their own leave entitlement if any time off from work is required. However, if a registered medical practitioner, midwife or nurse **recommends** attendance then the employee should be given paid time off work to attend where they produce an appointment card or other written evidence.

Women who undergo IVF treatment have a statutory right to paid time off work to attend ante-natal appointments from the point in the treatment when the fertilised ova are implanted in the uterus.

From 1 October 2014, the Children and Families Act (2014) introduces a statutory right for prospective fathers or a mother's partner to take time off to accompany the mother to two ante-natal appointments. Prospective fathers or partners wishing to do so should use flexi leave or annual leave.

In addition, from 6 April 2015 the Children and Families Act (2014) introduces a statutory right for prospective adopters through surrogacy to take time off to accompany the woman carrying the child to two ante natal appointments. This applies to both prospective parents who may do so using flexi leave or annual leave.

ALTERNATIVE THERAPIES

Physiotherapy, chiropractic, osteopathy, acupuncture, homoeopathy appointments and pain clinics etc should be arranged in the employees own time unless it is NHS treatment that has been prescribed by a GP to treat a recognised medical problem.

DEPENDANTS

Paid time off will not be granted for GP visits, sight tests, dental appointments or appointments for dependants. Only in exceptional circumstances when the appointment is an emergency, will the provisions of [Carer and Compassionate Leave Policy](#) apply.

DONATING BLOOD

Employees are encouraged to donate blood with reasonable paid time away from work to do so, subject to line management's prior agreement. Further guidance on blood donation can be found in the [Time off for Public Duties](#) policy.

FERTILITY TREATMENT (e.g. IVF)

Fertility treatment will be treated in the same way as appointments for other medical conditions. Employees should therefore, where possible, arrange these out with normal hours of work.

Eligibility for paid time off will be treated in the same way as [Non Emergency & Routine Appointments](#).

In view of the emotional impact that fertility treatment can have on an employee, they may wish to discuss a temporary alteration to their working hours with their line manager while undergoing fertility treatment.

LIFE STYLE TREATMENTS

Appointments for “life-style” treatments (e.g. elective cosmetic surgery, aromatherapy) should always be taken in the employee’s own time unless it is NHS treatment that has been prescribed by a GP to treat a recognised medical problem (e.g. cosmetic surgery to treat a disfigurement).

TRANSGENDER APPOINTMENTS

An employee who proposes to undergo gender reassignment or is in the process of undergoing gender reassignment may require time off to attend gender reassignment related appointments and should give his or her manager as much notice as possible.

Eligibility for paid time off will be treated in the same way as [Non Emergency & Routine Appointments](#).

APPOINTMENTS AND SICK LEAVE RECORDING

Medical appointments of any duration should not be recorded as sick leave unless the treatment makes the employee ill.

For Example:

- 1 Employee is ***admitted*** to hospital prior to the date of surgery. The entire duration should be treated as sick leave.
- 2 Employee ***attends*** hospital for an appointment prior to receiving surgery. Only the absence for surgery should be sick leave.
- 3 Employee ***attends*** hospital for a “scan” with time off for a medical appointment, reacts badly to drugs used in the scan and is unable to attend work the next day. Only the absence on the second day should be treated as sick leave.
- 4 Employee is ***admitted*** to hospital for gender reassignment surgery. The entire duration should be treated as sick leave.