

Attending medical appointments Policy

Principle

At Greener Ealing London (GEL) the health and well-being of the workforce is paramount.

Managers will consider any requests for time off during an employee's working hours fairly and consistently.

This policy provides guidance for staff and managers for approving and requesting time off for medical and dental appointments.

Time-off

Employees, where possible, must arrange routine medical appointments outside of working hours to ensure minimum disruption to the service. In circumstances where urgent medical treatment/appointment is required, managers may authorise reasonable time off during working hours.

Managers may consider annual leave, change of work pattern, TOIL, unpaid leave or for employees to make up any working time lost for attending appointments. However, where this is not possible for all situations such as service needs or shift hours, time off with pay may be granted.

Pay

Whilst there is no automatic entitlement to paid time off during working hours to attend medical and dental appointments, GEL recognises that there may be occasions when there is no other alternative.

Managers may approve reasonable time off with pay for medical treatment. Factors will need to be considered such as nature of illness/treatment, working hours, service requirements in these instances.

Reasonable time off with pay will be granted for:

- Employees attending cancer screening appointments
- Pregnant women attending pregnancy related appointments (antenatal care appointments)
- IVF or other fertility related appointments – line managers must be informed of time off at the earliest opportunity prior to treatment commencing, in order that sufficient cover can be arranged if necessary
- Employees attending appointments specifically related to a disability (as defined by the Equality Act 2010)

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Where an employee is attending a whole day medical appointment for treatment, as opposed to consultation, this will be recorded as a sickness absence in the same way as the time spent by an employee during a stay in hospital. In these circumstances the GEL sickness notification process should be followed.

Time off for dependants' medical or dental appointments

Where the need to support a dependant is known in advance e.g. accompanying a child to a planned dental/hospital appointment; then time off can be requested to their line manager who will then discuss working arrangements options.

Revision Status

Revision	Date	Amendment	Content Owner	Mandated By
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