



OLD BUCKENHAM HALL

Brettenham Park  
Ipswich, Suffolk, IP7 7PH  
Website: [www.obh.co.uk](http://www.obh.co.uk)

# Fertility Treatment Leave Policy



OLD BUCKENHAM HALL

## **Fertility Treatment Leave Policy**

### **INTRODUCTION AND PURPOSE**

Old Buckenham Hall recognises the emotional pressure of undergoing In Vitro Fertilisation (IVF) or other fertility treatment and understands the potential anxiety and distress which individuals may suffer during the process. The School wishes to support employees who decide to undertake fertility treatment, or whose partner is undergoing the treatment.

Although not currently covered by legislation, this policy sets out the special leave arrangement for all employees regardless of their gender, ethnicity, disability, sexual orientation, age or belief undertaking IVF/Fertility treatment.

### **STATEMENT OF RESPONSIBILITIES**

#### **Line Managers**

- Are to ensure that the employee has a copy of the Fertility Treatment (FT) Policy and are also to ensure that if necessary they seek further advice from the Business Manager.
- Are to authorise the FT Leave Claim Form (Appendix 1) and forward to HR in a sealed envelope, on a monthly basis.

#### **The Employee:**

- Is to meet with their manager and if necessary the Business Manager to discuss their eligibility under the Fertility Treatment Policy.
- Is to complete the FT Leave Claim form (Appendix 1) and arrange for their line manager to authorise the FT leave on a monthly basis.
- FT Claim Forms are available from the Business Manager.

### **ELIGIBILITY**

- An employee who has 12 months continuous service with the School at the time of their first appointment for fertility treatment may be granted FT leave.
- Employees are expected, wherever possible, to arrange appointments outside of working hours, however where this is not possible, an employee may be granted up to 5 working days of paid fertility leave in any 12 month period in order to undertake fertility treatment and attend appointments.
- The FT leave is paid leave and can be taken to suit the member of staff's needs, e.g 5 days in one block, separate days or ½ days.
- If an employee should require any additional time off, then alternative leave arrangements should be agreed with their line manager to include annual leave, time 'in-lieu' or unpaid leave.
- It is recognised that such treatment may impose demands on the employee to attend at prescribed times / dates however, within the spirit of this policy the employee is expected to make arrangements wherever possible that limit the disruption to their normal School duties

## **PARTNER ELIGIBILITY**

- If it is an essential requirement, recommended by a physician, within the course of treatment for the partner to attend specific appointments, the School will also allow up to 5 days of paid fertility treatment leave in any 12 month period to undertake fertility treatment.
- Where partners are not receiving treatment but would like to attend appointments with their partner they would be expected to take annual leave, time 'in-lieu' or unpaid leave.
- Line Managers should allow flexibility wherever possible to enable employees to take leave for this purpose at short notice.
- If more time off is required, the member of staff should consider using alternatives and discuss with their Manager i.e. compassionate, unpaid or annual leave.

## **APPLICATION FOR FT LEAVE**

- Employees are to advise their line manager as soon as possible, in writing, that they are undergoing fertility treatment and wish to apply for leave under the FT Policy.
- The School acknowledges that fertility treatment can be lengthy and encourages employees to discuss with their line manager the amount of leave required to undertake a course of treatment and provide documentary evidence from their GP/Specialist (i.e. letter or appointment card) to confirm that they are undergoing Fertility Treatment.
- Should the employee require time off because of side effects of the treatment, this will be subject to normal sickness absence provisions applicable to the individual and detailed in the Sickness & Absence procedure.

## **SUPPORT**

- Line managers should meet with the employee and ensure they are aware of the FT Policy.
- The School has a duty of care to all employees and will do its best to offer support.
- The School Nurse is available by arrangement to speak with employees.
- *At all times all managers will be expected to treat these matters with sensitivity and the appropriate level of confidentiality.*

## **MONITORING AND REVIEW**

- This Policy will be monitored by the Business Manager.
- This Policy will be reviewed by the Business Manager annually or when there are changes in legislation.

Anne-marie Shropshire  
Business Manager

~~Jan 2011~~  
~~March 2012~~  
Oct 2013



OLD BUCKENHAM HALL

**Old Buckenham Hall**

**‘FT Policy Leave’**

**Name:**

**Month:**

| Date               | Full Day | 1/2 Day | Comment <i>(if applicable)</i> |
|--------------------|----------|---------|--------------------------------|
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
|                    |          |         |                                |
| <b>Total Days:</b> |          |         |                                |

**Signed:** \_\_\_\_\_ **Claimant**

**Authorised:** \_\_\_\_\_

**NB:**

- Only 5 paid FT Days are allowed in any one 12 month period.

- FT Days can be taken as  $\frac{1}{2}$  days if the claimant prefers.