**Time off for Medical and Dental Appointments Policy**

[Company Name]

[Address, Company Number, etc]

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| --- | --- |
| Issued | [Month, year] |
| Recheck | [Month, year] |

**Introduction**

This policy sets out our approach to time off work to attend medical and dental appointments.

There is no statutory right for an employee to be granted time off work to attend a routine medical or dental appointment, nor to be paid if such time off is granted.

However, we recognise that it may not always be possible or practical to arrange medical and dental appointments outside working hours, and that employees may from time to time need time off work for such appointments.

The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

**Scope**

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

**Requesting time off work for routine medical or dental appointments**

To make a request for time off to attend a routine medical or dental appointment, you should contact [your Line Manager]. Giving them as much notice as possible of when you need the time off and, wherever possible, arrange your appointments outside of your core hours or as near to the start or the end of the working day as possible. [Your Line Manager] may ask you to provide proof of the date and time of your appointment.

Every effort will be made to meet your request. However, there may be circumstances where [your Line Manager] may turn down request due to operational needs or where there is insufficient capacity within our organisation to accommodate high levels of leave.

Any time taken off for routine medical or dental appointments may be taken as annual leave, or by unpaid leave or, in some cases, we may agree a flexible working arrangement so that you can make up lost time by working additional hours at another time.

Where the time off is negligible, time off with pay will normally be granted, although this is subject to the discretion of [your Line Manager].

**Time off for medical or dental emergencies**

Medical or dental emergencies requiring urgent, unforeseen medical or dental attention and cases where you are admitted to hospital for emergency surgery will be treated as sickness absence in accordance with our Short-Term Sickness Absence Policy.

**Antenatal appointments**

If you are pregnant, you have a statutory right to paid time off to attend appointments for antenatal care on the recommendation of a registered medical practitioner, registered midwife or registered nurse. For further information, see our Maternity Leave Policy.

If you have a qualifying relationship with a person who is pregnant, you have a statutory right to take unpaid time off to accompany that person at up to two antenatal appointments. This could be you if you are the spouse or civil partner of the pregnant person, or you could be living with the pregnant person in an enduring family relationship and you are not their parent, grandparent, sister, brother, aunt or uncle.

In addition, you will be eligible for the time off if you are the biological parent of the expected child. For further information, see our Paternity Leave Policy.

[**Time off for fertility treatment**

If you or a partner is receiving fertility treatment, you may be entitled to fertility treatment leave. For further information, see our Fertility Treatment Leave Policy.]

**Data protection**

When dealing with a request under this policy, we will process any personal data collected in accordance with our Data Protection Policy. In particular, we will record only the personal information required and keep the information only for as long as necessary.

**Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed [No. of years] after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

**Definitions**

[Company Name] ("we", "us", "our")

The Employee ("you")