**Time off for Surgery Policy**

[Company Name]

[Address, Company Number, etc]

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

**Introduction**

This policy sets out our approach to time off work for surgery.

The following definitions are used in this policy:

* "Cosmetic surgery" is any operation or invasive medical procedure that you choose to have to change your physical appearance for cosmetic rather than medical reasons and would not be available to you on the NHS.
* "Planned (elective) surgery" is any operation that is planned in advance and that would be available to you on the NHS even though the surgery may be carried out privately.
* "Unplanned (emergency) surgery" is any operation that requires immediate admission to hospital, usually through the accident and emergency department.

While we acknowledge that it is not appropriate for us to consider transition-related surgery to be "elective" or "cosmetic", employees who are transitioning may make use of any leave that is granted under this policy.

Please see our separate Transgender Equality Policy for more information on how we support staff who are transitioning.

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.

**Time off work for unplanned (emergency) surgery**

In the unfortunate circumstances that you are admitted to hospital for unplanned emergency surgery, any time off work that you have as a consequence will be treated as sickness absence.

You will be paid in accordance with our Short-Term Sickness Absence Policy, considering your statutory rights and any contractual rights, provided that you comply with our notification procedure and evidential requirements.

**Time off work for planned (elective) surgery**

To make a request for time off work to attend planned surgery, you should contact [your Line Manager]. You should give [your Line Manager] as much notice as possible of when you need the time off, the nature of the surgery, how long you will need to stay in hospital and an estimate of how long you think the absence will last.

We may ask you to provide proof of the date and time of your appointment.

Time off for planned surgery and each subsequent day that you are unwell and unable to work as a consequence of your planned surgery, will be treated as other sickness absence.

You will be paid [company/statutory] sick pay in accordance with our Short-Term Sickness Absence Policy, provided that you comply with our notification procedure and evidential requirements.

**Time off work for cosmetic surgery**

To make a request for time off work to attend cosmetic surgery, you should contact [your Line Manager]. You should give [your Line Manager] as much notice as possible of when you need the time off, the nature of the surgery, how long you will need to stay in hospital and an estimate of how long you think the absence will last.

We 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 a 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 cosmetic surgery may be taken as annual leave, 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].

If you suffer any complications or you fall sick and are unable to attend work as a consequence of your cosmetic surgery, your absence will be treated as sickness absence. You will be paid [company/statutory] sick pay in accordance with our Short-Term Sickness Absence Policy, provided that you comply with our notification procedure and evidential requirements.

**Data protection**

When dealing with a request under this policy, we will process any personal data process 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")