



Hemingford Grey SCHOOL

Fertility Treatment Policy

Date policy was last reviewed and approved:

JULY 2017

FERTILITY TREATMENT

The School wishes to support employees in their personal circumstances and will make necessary accommodations for those undergoing fertility treatment; however, it is clearly important that the good operation of the School is not adversely affected, where this can be avoided. Therefore, if you wish to apply for time off for fertility treatment, you should speak to your Headteacher or Line Manager as far in advance as possible to discuss the days on which any treatment is to take place and to make necessary arrangements. Any information provided will be maintained in strict confidence and will only be disclosed on a "need-to-know" basis.

The following arrangements will normally apply in relation to fertility treatment:

Medical appointments in connection with the early stages of the fertility treatment process will be treated no less favourably than any other medical appointments. As usual, you should try to arrange medical appointments at times that will cause the minimum amount of inconvenience to the School and time off to attend medical appointments must be authorised by your Headteacher or Line Manager in advance in the normal way.

Staff should try to arrange fertility treatment at a time that will cause the minimum amount of inconvenience to the School.

Where possible, teaching and term-time support staff should arrange any such procedures during the school holidays in order not to miss any days of the school term and keep to a minimum any disruption to the good operation of the School. Where this is not possible, you should speak to your Headteacher or Line Manager to discuss your circumstances.

Support staff on 52 week contracts may arrange to take paid annual leave if they require further paid time off, provided they comply with the School's requirements for the taking of annual leave. (Staff should refer to their contracts of employment.)

Staff may also be required to provide an appointment card and/or a statement from a qualified medical practitioner that fertility treatment has been approved.

There is no contractual or statutory right to receive salary during time off for fertility treatment and any payment of salary made by the School in such circumstances is done so in its absolute discretion. Otherwise, staff may apply for unpaid time off, which may be granted in exceptional circumstances at the School's absolute discretion.