

Time Off for Medical Appointments

This guidance provides clarification on time off for medical appointments.

Paid time off will be granted to attend:

- Hospital appointments which cannot be arranged in the employee's own time;
- Appointments for health screening*, immunisation* and donor activities up to a maximum of 5 days in any 12 month period;
- Occupational Health appointments;
- Ante-natal appointments;
- Assessment, treatment, rehabilitation or training for disabled employees covered by the Equality Act 2010 for the condition covered by the Act.

Paid time off for the above is dependent on the appointment unavoidably being within the employee's contract hours.

Medical appointments are defined as those which do not cause the employee to feel ill or debilitated. Where a medical procedure has caused the employee to feel ill, e.g. chemotherapy, time off would be classed as sick leave.

Other medical appointments, for example with GP, dentist etc., will continue to be taken in the employee's own time. For those employees on fixed hours, where the appointment cannot be made in the employee's own time, the hours lost should be made up through agreement with their manager. This can be by balancing off against additional hours, overtime hours, use of annual leave etc.

For clarification regarding the Equality Act 2010 or any other related issue please contact your departmental HR adviser.

Definitions

*Health Screening – cervical screening, breast screening, well man/woman screening.

*Immunisations – work-related hepatitis B and influenza.

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