



# Fertility Treatment Policy

## Endeavour Multi Academy Trust

Review date: Autumn Term 2020

Next Review: Autumn Term 2022

## **Purpose**

The purpose of this policy is to support employees who are going through fertility treatment requiring medical intervention. The policy applies equally to an employee whose partner is undergoing fertility treatment.

## **Eligibility**

In order to qualify for time off under this policy, an employee must have a minimum of 12 month's continuous service.

## **Time Off**

It is the policy of the school to grant up to five days paid leave in any academic year for fertility treatment. The leave will be paid at the employee's normal rate of basic pay. This entitlement also applies to an employee whose partner is undergoing fertility treatment, providing they meet the eligibility requirements.

If the employee requires further time off beyond the number of days permitted by this policy, this may be granted at the discretion of the line manager but may be unpaid.

## **Effects of the treatment**

If the effects of the fertility treatment incapacitate the employee and they are unable to attend work, this will be treated and managed as sickness absence in accordance with the school's Managing Attendance at Work Policy. Normal sickness absence reporting and management procedures apply.

## **Application Process**

An employee who wishes to take advantage of this policy must:

- inform their line manager as soon as plans to undergo fertility treatment have been confirmed
- produce an appointment card for each occasion on which leave is requested
- try to arrange appointments at times of the day that will cause least disruption to the school
- give as much notice as possible of the days on which leave is required

Applications for leave should be made in writing to the Headteacher and the specified documentation must be provided.

## **Support**

Any information provided will be maintained in strict confidence.

We recognise this can be a very sensitive and difficult time and will endeavour to support any employee during this time. Should additional support be needed away from the workplace, there is counselling available through IVI Midland, Tamworth. Full details of the services on offer from IVI Midland, along with costs, can be found on their website.