



Fertility Treatment Policy

Document Control	
Date of Last version	August 2023
Name of Reviewer	E Weston
Consultation	
Approved by	
Review due on:	

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Introduction

As part of our family friendly leave policies, we have introduced this policy as we understand that each fertility journey is different, and we want to support colleagues undergoing fertility treatment to reduce the impacts of the emotional stress experienced.

Access to Policy

This policy applies to all employees undergoing fertility treatment irrespective of the number of hours worked per week or length of service. Elements of this policy are also applicable to the partner of the person undergoing treatment. It does not apply to agency workers, contractors, consultants or any self-employed individuals working for the organisation.

Communication

We encourage you to speak with your line manager about undergoing fertility treatment, at SCDC we encourage managers to create a supportive environment within their teams. Whilst we understand it might be a difficult or sensitive subject to discuss, it will make the process less stressful for you. If your treatment will involve

taking lots of leave, you can also take some time in advance to think about what you'd like to tell your colleagues.

Time Off

Whilst we appreciate that every fertility journey is different and the number of appointments required will vary person to person, we will grant up to 30 hours per cycle as paid leave for up to 3 cycles of fertility treatment.

Line managers are encouraged to be supportive with accommodating appointments where possible. Consider swapping non-working days where appropriate, and flexibility around appointments during the day allowing working from home before and after appointments if possible. You should give your line manager as much notice as possible of when you need the time off and, wherever possible, arrange your appointments to reduce impact to your working day, e.g., at the start or end of your working day or on a non-working day.

However, we understand that you may need to take time off at short notice to attend your appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that you are receiving and therefore we need to remain flexible.

For operational staff, if your appointment is in the middle of your working day, you may be required to take half a day annual leave to account for the remainder of the working day if there are no alternative duties available.

For partners and for couples undergoing a surrogate route, we understand you may want to attend appointments, we will grant up to 30 hours per cycle as paid leave for up to 3 cycles of fertility treatment.

Your line manager may need to see your email/text appointment confirmation or appointment card.

If you need additional time off to attend any further appointments, this will be treated in the same way as other medical appointments, please refer to our [Leave Policy](#). You may take the time off 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.

Working flexibly on a temporary basis

We recognise that for individuals receiving fertility treatment, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home, hybrid working or changing your start and finish times. This is not a definitive list.

If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are undergoing fertility treatment, you should discuss and agree these with your line manager.

We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs and the needs of the business.

Implantation

From the point of implantation of a fertilised ovum, an employee is considered pregnant and has a statutory right to paid time off for antenatal appointments. For further information, please refer to our [Maternity Leave Policy](#).

Adverse Effects to Treatment

If you suffer with any adverse effects to your treatment this will be addressed in line with the [Sickness Absence Policy](#) which can be found on Insite.

Miscarriage

In the case you suffer with a miscarriage please see our [Pregnancy Loss Policy](#) which can be found on Insite.