

# Manager Toolkit for Fertility Policy

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## A member of my team is undergoing fertility treatment, what do I do?

You need to remember that every journey is different. Each individual undergoing treatment will likely need a different number of appointments and require a different level of support. It's a good idea to [read up on the subject](#), this might make it easier for you to have discussions with your team member.

### Confidentiality

This will likely have been a very difficult conversation for your team member to have with you, please respect their privacy. When speaking with them ask whether they would like to share this with any colleagues, they may have already thought about what they want to disclose to colleagues. It is likely they have shared it with very few people due to the sensitive nature.

## Communication

The best thing you can do is listen. Agree on the best way for you to communicate with them and how often, for example, email, or a call for updates on treatment or upcoming appointments once a week. Establishing a plan for communication relieves some of the stresses that they will be experiencing.

## Support

Be mindful that the process can be a very emotional and trying time for the employee and that updates may not be positive ones, they may need some support, particularly if the employee has had bad news:

- [Employee Assistance Programme \(EAP\) or counselling](#)
- Occupational Health (Speak to HR about making a referral)
- External Support

## **A member of my team has had treatment and since become unwell, what do I do?**

If your team member has had an adverse reaction to their treatment, this would be recorded as sick leave, and you should follow the usual process as per the sickness absence policy.

## **A member of my team has an appointment that falls in the middle of their working day, and they might not be able to return to the office after the appointment, what can I offer?**

- Working from home before/after the appointment
- Annual Leave
- Flexibility around missed working hours being completed across other days
- Unpaid Leave
- Swapping non-working day

**A member of my team is undergoing a cycle of IVF treatment and they've used up the 30 hours for paid appointments, what else can I offer?**

- Annual Leave
- Flexibility around missed working hours being completed across other days
- Unpaid Leave
- Swapping non-working day

**Do I record the appointments in iTrent?**

Given the confidential nature of the process, it is best not to record these appointments in iTrent, instead you should keep a record saved securely, it is important that you keep this up to date to ensure that the correct amount of paid leave is allocated. If an employee has used all their paid appointment times and is utilising unpaid leave and annual leave should be recorded on iTrent to ensure the correct deductions are made.