



Dated 14<sup>th</sup> November 2016

St Hilda's C of E Primary School

Time Off for Antenatal Appointments Policy



## SCOPE AND PURPOSE

This policy outlines the statutory right to take time off to attend antenatal appointments.

This policy does not form part of any employee's contract of employment and may be amended at any time.

## WHO IS RESPONSIBLE FOR THE POLICY?

The Governing Body has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework but has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head Teacher.

The Senior Leadership team have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## WHO IS COVERED BY THIS POLICY?

This policy covers all employees at all levels and grades, including managers, employees, trainees, part-time and fixed-term employees (collectively referred to as staff in this policy). It does not apply to self-employed contractors.

The rights set out in this policy only apply to agency workers once they have worked in the same role with the Governing Body for at least 12 continuous weeks (which may include more than one assignment). For these purposes the Governing Body will ignore any breaks due to holiday or other leave to which the agency worker is entitled, breaks due to industrial action, breaks of up to 28 weeks in cases of sickness or jury service, and breaks of up to six weeks for any other reason. The Governing Body will treat breaks due to pregnancy or childbirth up to 26 weeks after birth, and any statutory maternity, paternity or adoption leave, as time worked.



## TIME OFF FOR PREGNANT STAFF

If a member of staff is pregnant they may take reasonable paid time off during working hours for antenatal appointments. This may include any relaxation or parenting classes that your doctor, midwife or health visitor has advised her to attend.

Please try to give us as much notice as possible of the appointment. The Head Teacher may ask the member of staff to provide the following, unless it is the first appointment:

- 4.2.1 a certificate from the doctor, midwife or health visitor stating that they are pregnant; and
- 4.2.2 an appointment card.

## TIME OFF FOR ACCOMPANYING A PREGNANT WOMAN: ELIGIBILITY

A member of staff may take time off to accompany a pregnant woman to an antenatal appointment if they have a "qualifying relationship" with the woman or the child. This means that either:

- 5.1.1 They are the baby's father;
- 5.1.2 They are the pregnant woman's spouse, civil partner or are living with her in an enduring family relationship and she is not your sister, mother, grandmother, aunt or niece;
- 5.1.3 she has undergone assisted conception and at that time they were her wife or civil partner or gave the required legal notices to be treated in law as the second female parent; or
- 5.1.4 they are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.



#### TIME OFF FOR ACCOMPANYING A PREGNANT WOMAN: HOW TO BOOK TIME OFF

Please give the Head Teacher as much notice of the appointment as possible. A member of staff must provide the Head Teacher with a signed statement providing the date and time of the appointment and confirming:

- 6.1.1 that they meet one of the eligibility criteria in paragraph 0;
- 6.1.2 that the purpose of the time off is to accompany the pregnant woman to an antenatal appointment; and
- 6.1.3 that the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.

#### TIME OFF FOR ACCOMPANYING A PREGNANT WOMAN: AMOUNT OF TIME OFF

A member of staff may take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy.

Staff must not take more than six and a half hours off for each appointment, including travel and waiting time.

Time off to attend these appointments is will be paid for up to 20 hours' absence on no more than 5 occasions in relation to each pregnancy.

Further time off for antenatal appointments is at the absolute discretion of the School.