

# IVF Policy



**ORGANISATIONAL DEVELOPMENT DIVISION**

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# Version Control

This document is intended for:

- Council staff only     School-based staff only     Council & School-based staff

Version	Key Changes	Approved By
July 2020	Reformatted only	DMT
Mar 2023	Paid time off increased to two cycles of IVF Treatment.	xx

This document may be reviewed and amended at any time and without consultation in response to legal requirements or in response to an organisational requirement and where the changes do not reflect a fundamental change or affect the spirit or intent of the document.

## Contents

1. Introduction .....	3
2. Scope .....	3
3. Provision available .....	3
4. Flexible Working.....	3
5. Supportive Management Action .....	3
6. Illness during Treatment.....	4
7. Confidentiality.....	4
8. Requesting Leave for Fertility Treatment .....	4

## **1. Introduction**

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The Council/School recognises that fertility treatment is a stressful and emotionally demanding experience, and therefore wishes to support employees as much as possible when undergoing this procedure.

## **2. Scope**

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To be eligible for leave for fertility treatment, employees must have been continuously employed by the Council/School for 12 months or more.

This includes part time, temporary and fixed term employees, after the qualifying period of 12 months.

## **3. Provision available**

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To support an employee undergoing treatment, the Council/School will grant up to 2 days paid leave, this will also be granted for partners of those undergoing the treatment, if needed. This provision is in addition to time off to attend hospital appointment.

The days may be taken as a block or separately and may also be taken as half days or hours, as necessary around appointments.

If an employee requires time off beyond the paid days, they should discuss with their manager the options available to them including taking unpaid leave.

Paid time off is available for up to two cycles of IVF Treatment.

## **4. Flexible Working**

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Due to the nature of IVF and other fertility treatment it is recognised that there may be a requirement for flexibility in an individual's working pattern which should be discussed between the employee and manager. Employees working for the local authority could utilise the range of flexible working options available. The Manager, in consultation with Occupational Health advice if necessary, will be responsible for managing and approving the flexibility required by the individual, during and following any procedures.

## **5. Supportive Management Action**

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Where a manager is made aware that an employee is undergoing or likely to be undergoing treatment, they should ensure the employee concerned is supported and made aware of the provisions outlined in this policy.

## **6. Illness during Treatment**

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It is recognised that anyone undergoing the treatment may suffer from a range of side effects after the treatment has taken place. In these circumstances if an employee goes on sick leave their absence will be managed in line with the Council/School's Attendance Management Policy.

## **7. Confidentiality**

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Managers will maintain strict confidentiality around this matter, and will respect the dignity of the individual at all times during any treatment.

## **8. Requesting Leave for Fertility Treatment**

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- Employees should advise their manager that they require leave as soon as they are aware that they will be undergoing treatment.
- Employees should try and have as many details about dates, etc available so that arrangements can be made to work around their treatment and the needs of the service.
- Employees may be requested to provide their manager with confirmation of their treatment/appointments.
- As far as is reasonably practicable, appointments should be made at times that will cause the least disruption to service delivery.