



## Time off for Antenatal Appointments Policy

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## Contents

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## About This Policy

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

This policy applies to all

This policy does not form part of any employee's contract of employment and we may amend it at any time.

## Time Off If You Are Pregnant

If you are pregnant you may take reasonable paid time off during working hours for antenatal appointments. You should try to give us as much notice as possible of the appointment. Unless it is your first appointment, we may ask to see a certificate confirming your pregnancy and an appointment card.

## Time Off For Accompanying a Pregnant Woman: Eligibility

You may take unpaid time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either:

- a) you are the baby's father;
- b) you are the pregnant woman's spouse, civil partner or cohabiting partner OR are living with her in an enduring family relationship and she is not your sister, mother, grandmother, aunt or niece; or
- c) she has undergone assisted conception and at that time you were her wife or civil partner or gave the required legal notices to be treated in law as the second female parent; or
- d) you 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 us as much notice of the appointment as possible. You must provide us with a signed statement providing the date and time of the appointment and confirming:

- a) that you meet one of the eligibility criteria set out above;
- b) that the purpose of the time off is to accompany the pregnant woman to an antenatal appointment; and
- c) 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**

You may take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy.

You 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 unpaid OR we will pay for up to [NUMBER] hours' absence on no more than [NUMBER] occasions in relation to each pregnancy.

Further time off for antenatal appointments is at our discretion OR If you wish to take time off to attend further antenatal appointments you should request annual leave.