Time Off for Medical Appointments

Please do your best to arrange appointments to visit the doctor, dentist, hospital, etc. outside of your working hours. If this is not possible you will be allowed time off to attend the appointment. Please try to schedule these to cause as little disruption as possible i.e. at the beginning or end of your working day/shift.

If you have a series of medical appointments, please speak with your manager about changing your working pattern to accommodate the appointments. If changing your working patterns is not possible, we will offer unpaid leave to accommodate these appointments. This time off is not considered sickness absence. It should be recorded as a medical appointment in the HR database, along with proof of the appointments such as a letter from the hospital.

If you are pregnant or the partner of someone who is pregnant you are entitled to paid time off for medical appointments. Please refer to the Maternity Leave policy.