

AGE UK EXETER

Controlled Document

Document Name: Time off for Antenatal Appointments Policy

Version Control: 1

Agreed by Risk and Quality Committee:

Approved by Board of Trustees on: 10 February 2022

Review Schedule: Every three years

Next review due: February 2025

Owner (Responsibility) CEO

Amendments to: Governance Officer

Revision History: See end of document.

Document location: www.ageuk.org.uk/exeter/about-us/policiesandguidelines

Document Description

This document outlines the procedures for attending, or accompanying someone, to ante-natal appointments.

Implementation & Quality Assurance

Implementation is immediate and this framework shall stay in force until any alterations are agreed.

The policy will be reviewed every three years by the Board of Trustees, sooner if legislation, best practice, or other circumstances indicate this is necessary.

All aspects of this document shall be open to review at any time. If you have any comments or suggestions on its content, please contact the Chief Executive Officer at info@ageukexeter.org.uk or at Age UK Exeter, The Sycamores, Mount Pleasant Road, Exeter, EX4 7AE, 01392 202092.

Time Off for Antenatal Appointments Policy

1. ABOUT THIS POLICY

- 1.1 This policy outlines the statutory right to take time off to attend antenatal appointments.
- 1.2 This policy applies to employees and agency workers. It does not apply to self-employed contractors.
- 1.3 If you are an agency worker, the rights set out in this policy only apply to you once you have worked in the same role with us for at least 12 continuous weeks (which may include more than one assignment). For these purposes we will ignore any breaks due to holiday or other leave to which you are entitled, breaks due to workplace closure at Christmas and/or other time of the year, 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. We 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.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. TIME OFF IF YOU ARE PREGNANT

If you are pregnant, you 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 you to attend. 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.

3. 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.

4. 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 in paragraph 3;
- (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.

5. TIME OFF FOR ACCOMPANYING A PREGNANT WOMAN: AMOUNT OF TIME OFF

- 5.1** You may take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy.
- 5.2** You must not take more than six and a half hours off for each appointment, including travel and waiting time.
- 5.3** We will pay for up to three hours' absence on no more than two occasions in relation to each pregnancy.
- 5.4** Further time off for antenatal appointments is in our absolute discretion.

Revision History

Revision date	Summary of Changes	Other Comments
January 2022	New document working with template provided by HR Express	Approved by the board of Trustees on 10 February 2022. Next review due January 2025