



London Ambulance Service **NHS**
NHS Trust

Ante-natal Care Policy and Procedure

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To set out leave entitlements relating to ante-natal care.

Sponsor Department: People and OD.

Author/Reviewer: Senior HR Manager. To be reviewed by February 2021.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
13/07/18	2.3	IG Manager	Document Profile and Control update
09/02/18	2.2	HR Manager	Review and update
03/12/14	2.1	IG Manager	Document Profile and Control update
14/10/14	1.6	Senior HR Manager	Amended to take into account change in legislation effective 1/10/14
17/06/13	1.5	Senior HR Manager (South)	Implementation plan updated.
08/02/13	1.4	Senior HR Manager (South)	Minor – cosmetic changes.
06/12/12	1.3	HR Manager- Staff Engagement	Minor – change to wording defining eligibility, in line with NHS and Conditions Handbook.
13/5/10	1.2	Senior HR Manager (South)	Minor - reformatted
17/01/10	1.1	Senior HR Manager (South)	Reformatted, introduction, scope, objectives, responsibilities and implementation plan added
08/07	0.1	Senior HR Manager (South)	First draft

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
SMT	24/10/14	2.0
Director of HR and OD	08/07	1.0
Ratified by Trust Board (If appropriate):		

Published on:	Date	By	Dept
The Pulse (v2.3)	16/07/18	Internal Comms team	Comms
The Pulse (v2.1)	15/12/14	Governance Administrator	G&A
The Pulse	17/05/10	Records Manager	GDU
LAS Website (v2.3)	16/07/18	Internal Comms team	Comms
LAS Website (v2.1)	15/12/14	Governance Administrator	G&A
LAS Website	17/05/10	Records Manager	GDU

Announced on:	Date	By	Dept
The RIB	16/12/14	Senior HR Manager (South)	G&A
The RIB	05/10	Senior HR Manager (South)	HR

EqlA completed on	By
23/06/10	HR team
Staffside reviewed on	By
09/02/2018	Staffside
04/03	Staffside.

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
HR017	Maternity Leave and Pay Policy	2.5

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

1.1 This policy sets out the provisions for time off work for ante-natal care.

2. Scope

2.1 The document applies to all employees and is in line with the NHS Terms and Conditions Handbook.

3. Objectives

3.1 To set out leave entitlements relating to ante-natal care.

4. Responsibilities

4.1 Staff - to follow the guidelines outlined in this document in regards to requesting time off.

4.2 Line managers – to manage time off in-line with this document

4.3 HR – will advise as necessary regarding interpretation of this document.

5. Procedure

5.1 All employees are asked, as far as possible, to arrange appointments outside of shifts/working hours or at the start or end of the working day.

5.2 Leave entitlement

5.3 Pregnant women

5.4 All pregnant women are entitled to paid time off to attend ante-natal care. Alongside ante-natal appointments this includes relaxation classes or parentcraft classes as long as these are advised by a registered medical practitioner, registered midwife or registered health visitor.

5.5 Partners

5.6 Reasonable paid time off to attend ante-natal classes is also available to the father of the child (including adoptive fathers), mother's husband or partner (whether opposite or same sex) or nominated carer. This allowance is for up to a total of eight hours, taken as appropriate (including any travelling time).

5.7 Unpaid leave may be agreed for a further five hours (including travel time) in addition to the eight paid hours.

6. Application

6.1 Employees should inform their manager as early as possible of any appointments. Managers may ask for evidence of the appointment such as an appointment card or other document showing the appointment has been made.

7. Notification

7.1 Any unpaid leave granted needs to be notified to Payroll on Monthly GRS returns.

IMPLEMENTATION PLAN				
Intended Audience	For all LAS staff			
Dissemination	Available to all staff on the Pulse			
Communications	Revised Procedure to be announced in the RIB and a link provided to the document			
Training	Briefing provided to relevant HR staff			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Applied in line with maternity provisions - Statutory right.	Reported from GRS as necessary.	Management information can provide data.	SMT.	Not applicable.