



London Ambulance Service **NHS**
NHS Trust

Fertility Treatment Policy

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To provide some specific assistance to employees who are considering undergoing fertility treatment.

Sponsor Department: Human Resources, People and Organisational Development

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

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
16/07/18	2.3	IG Manager	Document Profile and Control update
09/02/18	2.2	HR Manager	Review and minor update
03/12/14	2.1	IG Manager	Document Profile and Control update
14/10/14	1.5	Senior HR Manager (South)	Cosmetic changes and implementation Plan updated.
17/06/13	1.4	Senior HR Manager (South)	Implementation Plan updated.
08/02/13	1.3	Senior HR Manager (South)	Minor – cosmetic changes
06/12/12	1.2	HR Manager- Staff Engagement	Minor amendments for clarity
11/1/10	1.1	Senior HR Manager (South)	reformatted
05/04	1.0	Senior HR Manager (South)	First version published

***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 & OD	05/04	1.0
Ratified by Trust Board (If appropriate):		

Published on:	Date	By	Dept
The Pulse (v2.3)	16/07/18	Internal Comms`	Comms
The Pulse (v2.1)	15/12/14	Governance Administrator	G&A
The Pulse	15/06/10	Records Manager	GCT
LAS Website (v2.3)	16/07/18	Internal Comms`	Comms
LAS Website (v2.1)	15/12/14	Governance Administrator	G&A
LAS Website	15/06/10	Records Manager	GCT

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
03/ 04	Staffside

Links to Related documents or references providing additional information		
Ref. No.	Title	Version
HR022	Managing Attendance Policy	6.2

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 aims to provide some specific assistance to employees who are considering undergoing fertility treatment.

2. Scope

- 2.1 The Policy applies to all employees undertaking fertility treatment.

3. Objectives

- 3.1 To set out the leave entitlements the Trust provides for those undertaking fertility treatment and the procedure for applying for such leave.

4. Responsibilities

- 4.1 Staff have a responsibility to apply for, and managers have the responsibility to consider applications in line with this policy and procedure.

5. Provision

- 5.1 The Policy takes into account the difference in treatment procedure between men and women.
- 5.2 Employees are asked, as far as possible, to arrange appointments outside of work hours. When this is not possible, it is the Trust's policy to grant women undergoing treatment paid time off for two appointments (within each cycle of treatment) for up to two cycles and to grant men undergoing treatment paid time off for one appointment (within each cycle of treatment) for up to two cycles.
- 5.3 N.B. A cycle generally takes 2 – 6 weeks during which the woman would need to visit the clinic roughly 7 times.
- 5.4 Partners who are not receiving treatment but would like to attend the appointments would be expected to take annual leave or reorganise their shifts. Managers should allow flexibility where possible to enable this leave at short notice if circumstances dictate.

6. Application for leave

- 6.1 Application for leave, which can be made verbally, will need to be supported by documentary evidence from the employee's general practitioner or specialist, e.g. a letter or appointment card.
- 6.2 It is expected that managers treat the matter with sensitivity and with the appropriate levels of confidentiality.

6.3 If the employee requires time off due to side effects from the treatment, it will be recorded under the normal sickness absence procedures.

7. Recording

7.1 Attendance for treatment should be recorded as 'A – other paid special leave'.

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
Able to monitor take up.	Reported from GRS as necessary.	Management information on request.	SMT.	Feedback following any analysis of data.