



## Fertility Treatment

**Notice:**

This document has been made available through the Police Service of Scotland Freedom of Information Publication Scheme. It should not be utilised as guidance or instruction by any police officer or employee as it may have been redacted due to legal exemptions.

<b>Policy:</b>	Leave
<b>Owning Department:</b>	People and Development
<b>Version Number:</b>	1.00
<b>Published Date:</b>	01/04/19
<b>Theme(s):</b>	Your benefits and entitlements Your work and life

**OFFICIAL**

**Compliance Record**

<b>Equality Impact Assessment: Date Completed/Reviewed:</b>	18/10/18
<b>Information Management Compliant:</b>	Yes
<b>Health and Safety Compliant:</b>	Yes
<b>Publication Scheme Compliant:</b>	Yes

**Version Control Table**

<b>Version</b>	<b>History of Amendments</b>	<b>Date</b>
1.00	Initial Approved Version	01/04/19

**OFFICIAL**

Contents

1 Overview ..... 3

2 Officer/Staff ..... 4

3 Manager ..... 7

4 Resources ..... 9

Appendices

Appendix A	Process Map
------------	-------------

## **1 Overview**

### **1.1 What is this about?**

1.1.1 Going through the various stages of the fertility treatment process can be emotionally and physically draining. The information here explains what support is available for anyone thinking of starting, or currently going through fertility treatment.

### **1.2 Who is this for?**

1.2.1 This is for all officers, authority/police staff and managers.

### **1.3 Key information**

- If help or support is required the manager should be told as soon as possible.
- All information will be treated sensitively and confidentially.
- A risk assessment will be done to look at any risks that may affect the fertility treatment process.
- We might have to think about some changes in the workplace if any risks are found.
- Although there is no statutory entitlement to time off for fertility treatment, we will try to give a reasonable amount of time off (refer to time off for appointments for details).

## **2 Officer/Staff**

### **2.1 What you need to do:**

- Let your manager know if you need any support in the workplace.
- Tell us about any time off you need for appointments or treatment.
- Highlight any health related concerns or issues to your manager.
- Let us know about any medical advice we need to consider.

### **2.2 Notification**

2.2.1 Although you do not have to tell us that you (or your partner) have been approved for treatment, you are encouraged to tell your manager as soon as possible.

2.2.2 Your manager cannot help if they do not know what type of support it is you need.

### **2.3 Risk assessments**

2.3.1 We have a duty of care to make sure your health and wellbeing is protected while at work. When you tell your manager that you plan to start fertility treatment, a risk assessment should be done so that any necessary adjustments or support can be considered.

2.3.2 The assessment should be done as soon as possible. You need to tell your manager of any risks or medical advice that you know of, that could affect the assessment.

2.3.3 The assessment should be reviewed regularly e.g. if there is new information to consider or where the previous assessment is no longer relevant.

2.3.4 A further risk assessment must be completed if you become pregnant - so you need to tell us.

### **2.4 Role adjustment**

2.4.1 Where health risks are identified but cannot be reduced to a reasonable level, we will think about altering your role, working conditions or hours, or identify a suitable alternative role.

## OFFICIAL

### **2.5 Time off for appointments**

- 2.5.1 If you need to go to appointments to prepare for, or undergo treatment, we will give you a reasonable amount of paid time off. Officers can apply for paid Special Leave and authority/police staff can request paid time off up to the equivalent of their contracted weekly hours, for up to three cycles of treatment. If you require more time off than you are to be paid for then you can also apply for unpaid time off, or consider using annual leave, flexi time or TOIL, if available.
- 2.5.2 Requests for time off at or around the time of the fertility treatment will not be unreasonably refused. Let your manager know as early as you can when your appointments are.
- 2.5.3 We know it might be hard to have any control over the times of these appointments, especially when you have to undergo treatment or tests at a specific time or date, but try to arrange these outside your normal working hours if you can, or at the beginning or end of the working day, wherever possible.
- 2.5.4 After you have attended the first appointment, you may be asked to provide details of any scheduled meetings, so that your manager can record the time off.
- 2.5.5 We know you may also want to be with your partner if they are undergoing fertility treatment. Again, we will try to give you reasonable time off to attend in line with this guidance.

### **2.6 Sickness absence**

- 2.6.1 If you are not well enough to attend work because of the side effects of fertility treatment, the absence should be reported in line with the Attendance Management procedure.

### **2.7 Pregnancy and maternity**

- 2.7.1 If you become pregnant, the Pregnancy and Maternity procedure will apply and you should refer to the relevant sections. You should talk over any support you may need with your manager.
- 2.7.2 If your partner becomes pregnant you should refer to the Adoption/Maternity Support procedure for information on entitlement to leave and pay.
- 2.7.3 Links to these procedures are available in the resources section.

OFFICIAL

**2.8 Further support**

- 2.8.1 Undergoing fertility treatment can be stressful, in addition to being physically and emotionally demanding.
- 2.8.2 The Employee Assistance Programme is available to provide you with a confidential support service 24 hours a day, 365 days a year.

### **3 Manager**

#### **3.1 What you need to do:**

- Talk over any requests for support with the team member.
- Arrange a suitable time to complete a risk assessment.
- Take a note of appointments and make sure the team member is able to be released from duty.
- Remind team member of other support available e.g. Employee Assistance Programme.

#### **3.2 Support**

3.2.1 When the team member tells you that they (or their partner) plan to start fertility treatment, you should talk over any support they may need.

3.2.2 Going through fertility treatment can be stressful as well as physically and emotionally demanding for the team member. Any support you are able to give at work will help them through what can be a difficult time.

3.2.3 The support you can offer could be as simple as just listening to any concerns they have. It may be talking over what type of leave they are entitled to or trying to work around any time off they need for appointments, treatment or recovery.

3.2.4 Although the team member may not want their colleagues to know their personal business, they might want someone at work to be aware of what they are going through i.e. physically and emotionally.

#### **3.3 Risk assessments**

3.3.1 You should review the generic risk assessment for the post and update it with any risks relevant to fertility treatment.

3.3.2 Ask the team member if they know of any potential risks that you need to consider as part of the assessment. This could be advice or information provided by a doctor or consultant.

3.3.3 If you identify health risks that cannot be reduced to a reasonable level, you might have to think about altering the role, working conditions or hours, or look at a suitable alternative role.

3.3.4 Talk over and agree any proposed adjustments with the team member.

3.3.5 You need to review the assessment if there is new information to consider or where the previous assessment is no longer relevant.



## OFFICIAL

- 3.3.6 If the team member tells you they are pregnant, a further risk assessment must be done as soon as possible.

### **3.4 Time off for appointments**

- 3.4.1 Officers can apply for paid Special Leave and authority/police staff can request paid time off up to the equivalent of their contracted weekly hours, for up to three cycles of treatment. If they require more time off than they are to be paid for then they can also apply for unpaid time off. If the team member is considering applying for unpaid time off you should remind them they can also use annual leave, flexi time or TOIL, if available.
- 3.4.2 The team member may not have control over the times of their appointments, especially when they have to undergo treatment or tests at a specific time or date. Any requests for time off at or around the time of the fertility treatment must not be unreasonably refused. You should however, encourage them to arrange appointments outside their normal working hours or at the beginning or end of the working day, where possible.
- 3.4.3 You need to take into account requests for time off and make sure the team member can be released from duty to attend appointments. After they have attended the first appointment, you can ask them to give you details of any further scheduled meetings. This will help you plan for any time off that is needed.
- 3.4.4 If the team member asks for time off to attend an appointment with their partner who is undergoing fertility treatment, then you should try to give them reasonable time off in line with this guidance.
- 3.4.5 You should record any time off on SCoPE in the duty roster.

### **3.5 Sickness absence**

- 3.5.1 If the team member is not well enough to attend work because of the side effects of fertility treatment, the absence should be reported and managed sensitively in line with the Attendance Management procedure.

### **3.6 Further support**

- 3.6.1 Fertility treatment does not always work and you need to be aware of how devastating this news can be to the team member and consider how best you can support them in the workplace.
- 3.6.2 Remind the team member that the Employee Assistance Programme is available and provides access to a confidential support service 24 hours a day, 365 days a year.

OFFICIAL

## 4 Resources

### Related Procedures

- Adoption/Maternity Support
- Annual Leave and Public Holidays (Officers)
- Annual Leave and Public Holidays (Staff)
- Attendance Management
- Pregnancy and Maternity
- Shared Parental Leave
- Special Leave
- Surrogacy

### Useful Links

- Employee Assistance Programme
- Fathers Network
- GOV.UK



## Process Map

