

Leave for Medical and Dental Appointments Policy	
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Compliance lead	Director of People, Employee Engagement and PSTE
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LEAVE FOR MEDICAL AND DENTAL APPOINTMENTS POLICY

1 Introduction

- 1.1 This Medical and Dental Appointment Policy sets out procedures for requesting time off to attend medical and dental appointments in a fair and consistent way.
- 1.2 The Trust recognises that medical and dental appointments can arise unexpectedly for different reasons. Each occurrence or request will be considered confidentially and the Trust fully supports all employees to ensure they are active and fit.
- 1.3 This Medical and Dental Appointment Policy may be amended, withdrawn, suspended or departed from at the discretion of the Trust. While it does not form part of any employee's contract of employment and is entirely non-contractual, all employees are required to adhere to the policy and any failure to comply with any aspect of the policy may be treated as a disciplinary matter. The Trust may vary the procedure set out in this policy and procedure, including any time limits and payment where applicable, as appropriate in any case.

2 Time off for Ante Natal Care

- 2.1 Employees both expectant mothers and partners are entitled to paid time off for ante natal care subject to the production of an appointment card. This includes appointments at Hospital, with General Practitioners and/or Midwives and attending ante natal classes.

3 Appointments with General Practitioners, Dentists and Opticians

- 3.1 The normal expectation is that such appointments will be arranged in the employee's own time. This will almost always be the case for those employees who do not work on a full-time basis within normal office hours. If it is not possible to arrange an appointment outside normal working hours, and time off work cannot

be avoided, arrangements can be made for the member of staff concerned with their line manager to make up the time lost otherwise payment will be deducted.

4 Time-off for Preventative Health Screening

- 4.1 On the understanding that an employee will arrange such visits in their own time whenever possible, employees are allowed time off work (without loss of pay) for the purposes of preventative health screening. Such leave should be agreed with your line manager in the usual way.

5 Hospital Appointments

- 5.1 Where employees are required to attend a Hospital appointment during their normal working hours paid time off should be granted, subject to the production of an appointment card/letter.

6 Employee's Responsibility

- 6.1 It is the employees responsibility to inform their line manager of any request for time off to attend a medical or dental appointment with as much notice as possible using the planned absence request form.
- 6.2 You should always try to book appointments out with working hours to minimise any possible disruption your absence could cause the Trust's operations. However, we understand this may not always be possible to achieve, particularly when you are forced to book an appointment at short notice. In these circumstances, you should book your appointment at either the very start or the very end of your working day to minimise disruption as much as possible. Please note that any time off needed for appointments within working time must be approved by management first.
- 6.3 You should be aware that if the Trust has reason to suspect that an employee has taken time off work for an appointment without management approval then we will fully investigate this and may take disciplinary action if necessary. Employees will not be paid for unauthorised absence.

7 Procedure

- 7.1 You should make your request for time off to your manager as soon as possible with full details of the date and time of the appointment.