



The Athelstan Trust

Time off for Ante-Natal and Adoption Appointments Policy

Time off for antenatal and adoption appointments policy

Introduction

- 1 **Purpose:** This policy is intended to provide guidance on your statutory entitlement to time off for antenatal and adoption appointments.

If you are pregnant

- 2 **Eligibility for paid time off:** If you are pregnant you are entitled to take reasonable paid time off during working hours for antenatal appointments. This may include any relaxation or parenting classes provided that your doctor, midwife or health visitor has advised you to attend.
- 3 **Notice:** Whilst it may not always be possible, please give your Line Manager as much notice as possible of the appointment. Unless it is the first appointment, your Line Manager may ask you to provide the following:
 - 3.1 a certificate from your doctor, midwife or health visitor confirming that you are pregnant (for example a MAT B1 form); and
 - 3.2 an appointment card.
- 4 **Refusal of appointment:** If it is considered reasonable to do so, or where it impacts on the needs of the Academy or the Trust, you may be refused time off work to attend an antenatal appointment. Where it is reasonable to do so, your Line Manager may ask you to rearrange your antenatal appointment.

If you wish to accompany a pregnant woman

- 5 **Eligibility for unpaid time off:** You may take unpaid time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the mother or the unborn baby. This means that either:
 - 5.1 you are the baby's father;
 - 5.2 you are the pregnant woman's spouse, civil partner or cohabiting partner; or
 - 5.3 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
 - 5.4 you are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.
- 6 **Agreeing time off:** Whilst it may not always be possible, please give your Line Manager as much notice as possible of the appointment. You must provide us with a signed statement providing the date and time of the appointment also confirming:
 - 6.1 that you meet one of the eligibility criteria in paragraph 5;
 - 6.2 that the purpose of the time off is to accompany the pregnant woman to an antenatal appointment; and



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6.3 that the antenatal appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.

7 **Duration:** You may:

7.1 take time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy;

7.2 not take more than six and a half hours off for each appointment, including travel and waiting time;

7.3 request annual leave if you wish to take time off to attend further antenatal appointments.

8 **Refusal of appointment:** If it is considered reasonable to do so, or where it impacts on the needs of the School, you may be refused time off work to accompany the pregnant woman to an antenatal appointment.

If you are adopting a child

9 **Adoption appointments:** An adoption appointment is an appointment arranged by an adoption agency (or at the agency's request) for you to have contact with a child who is to be placed with you for adoption, or for any other purpose related to the adoption.

10 **Eligibility for paid time off:** If you are adopting a child on your own or have elected to be the primary adopter, you may take paid time off to attend an adoption appointment on up to five occasions in relation to any particular adoption once the agency has notified you that a child is to be placed with you for adoption but before the child is actually placed with you.

11 **Eligibility for unpaid time off:** If you are the secondary adopter, you may take unpaid time off to attend an adoption appointment on up to two occasions only.

12 **Duration:** You may:

12.1 take up to six and a half hours off for each adoption appointment, including travel and waiting time;

12.2 take time off under this policy before the child is placed with you. Your entitlement to time off for adoption appointments will end on the placement of the child with you. If the adoption agency is placing more than one child with you as part of the same arrangements, this is treated as one adoption and will not increase the number of appointments in respect of which you can take time off.

13 **Agreeing time off:** Please give your Line Manager as much notice of your adoption appointment as possible. You must provide a signed statement or an email confirming:

13.1 the date and time of the appointment;

13.2 that the appointment has been arranged or requested by the adoption agency;

13.3 whether you are adopting a child alone or jointly with another person;



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- 13.4 if you are adopting with another person, whether you will be the primary or secondary adopter;
- 13.5 if you are an agency worker you may have to notify your agency as well. You should check with the agency;
- 14 **Rescheduling an appointment:** We may sometimes ask you to try and rearrange an appointment where it is reasonable to do so.
- 15 **Refusal of appointment:** In exceptional circumstances we reserve the right to refuse a request for a particular appointment but we will not do so without good reason.