



Procedures

Applying for time off for antenatal appointments
Part of Supporting Family Life Overarching Policy
(UK Campuses only)

March 2018 refreshed October 2021

HERIOT-WATT UNIVERSITY

**APPLYING FOR TIME OFF FOR ANTENATAL APPTS PROCEDURES –
PART OF SUPPORTING FAMILY LIFE OVERARCHING POLICY**

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1.	INTRODUCTION			
	As part of the Supporting Family Life Overarching Policy and suite of linked Procedures, this Procedure sets out guidance for those based in the University's UK campuses on how to request time off for antenatal appointments.			
2.	PROCEDURES			
	<p>Notification of Appointments – Pregnant Employees Pregnant employees are entitled to paid time off to attend antenatal appointments; this may include, for example, appointments with your midwife, hospital or GP.</p> <p>You should notify your manager of any antenatal appointments you have as soon as is possible and produce evidence of your appointments, if requested. Wherever practicable, you should arrange appointments as close to the start or end of your working day as possible.</p> <p>Notification of Appointments – Employees with a “Qualifying Relationship” Fathers, partners and civil partners of someone who pregnant are entitled to paid time off to accompany them to up to two antenatal appointments, in relation to each pregnancy. If you wish to take time off to attend any further antenatal appointments, over and above the two appointments you are entitled to as paid leave, you should do so by requesting annual leave. You must not take more than one working day, or, 7 hours¹ off for each appointment; this includes your travel and waiting time.</p> <p>If you would like to accompany your pregnant partner to an antenatal appointment, and you satisfy the eligibility criteria under Section 5 of the Supporting Family Life Overarching Policy, you should confirm the following details with your manager, in writing, as soon as is possible:</p> <ul style="list-style-type: none"> • the date and time of the appointment; • that you meet the eligibility criteria set out in the Supporting Family Life Overarching Policy; • that the purpose of the time off is to accompany your pregnant partner to an antenatal appointment; and • that the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse. <p>Recording Time Off for Antenatal Appointments on iHR Your line manager should record the time off in Cloud ERP as follows:</p> <ul style="list-style-type: none"> • for both the pregnant employee and accompanying employee (if the accompanying employee is taking paid leave rather than annual leave): select the reason for absence as “Paid Leave”, with the absence category as Antenatal Appointments • for the accompanying employee taking annual leave: simply record this absence as annual leave, as per normal procedures. 			
3.	PROCEDURES VERSION AND HISTORY			
	Version No	Date of Approval	Approving Authority	Brief Description of Amendment
	V. 1.4	March 2018 Refreshed Oct 21	Global Director HR	Updates to reflect statutory entitlement Updated Links

¹ Whilst the legislation provides only unpaid leave for a period of two 6.5 hour appointments, it is easier to accommodate two 7 hour appointments in line with the University's normal working day.