Procedures

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

October 2015
HERIOT-WATT UNIVERSITY

APPLYING FOR ANTENATAL LEAVE PROCEDURES TO SUPPORT SUPPORTING FAMILY LIFE OVERARCHING POLICY

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1. INTRODUCTION

This Procedure, which is part of the proposed Supporting Family Life suite of procedures, sets out guidance on how to request and notify the University of your attendance at antenatal appointments. This Procedure applies to employees on the UK Campuses only.

2. PROCEDURES FOR TIME OFF FOR ANTENATAL APPOINTMENTS

Pregnant Employees
You should try to give your manager as much notice as possible of antenatal appointments and, wherever possible, try to arrange them as near to the start or end of the working day as possible. You must produce evidence of appointments if requested by the University.

Employees with a “qualifying relationship”
If you would like to accompany a woman to an antenatal appointment and you satisfy the eligibility criteria, you must provide your line manager with a signed statement as soon as possible confirming:

- 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 the pregnant woman to an antenatal appointment; and
- that the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.

You may take paid time off to accompany a pregnant woman to up to two antenatal appointments in relation to each pregnancy. If you wish to take time off to attend further antenatal appointments you should request annual leave. You must not take more than one working day / 7 hours\(^1\) off for each appointment, including travel and waiting time.

Recording Time Off for Antenatal Appointments on iHR
The line manager should record the time off on manager self-service as follows:

- for the pregnant employee and accompanying employee (if the accompanying employee is taking paid leave rather than annual leave): “Paid Leave” with the absence category as “Other” and add in the comments box “Antenatal Appointment”;
- for the accompanying employee taking annual leave; simply record the absence as annual leave as normal.

3. PROCEDURES VERSION AND HISTORY

<table>
<thead>
<tr>
<th>Version No</th>
<th>Date of Approval</th>
<th>Approving Authority</th>
<th>Brief Description of Amendment</th>
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<tr>
<td>V. 1.3 for approval</td>
<td>07.12.2015</td>
<td>UE</td>
<td>Updated Procedure to reflect legislation and to link with new Supporting Family Life Overarching Policy</td>
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\(^1\) The legislation provides only 6.5 hours but it is easier to accommodate 7 hours as our normal working day.