



Guidance on time off for medical/dental

Short duration routine appointments

It is expected that whenever possible, employees make doctor and dentist appointments outside of normal working hours, or at least ensure appointments are made at either the beginning or the end of the working day/shift so as to minimise disruption at work.

Staff who take time off during working hours to attend a medical (e.g. doctor, hospital or dental appointment), are expected to make up the time lost. How this time is made up is at the line manager's discretion, e.g. staff may make up the time working for a short time over several days or a longer time in one day, or may have already accrued the time due to routinely working over their standard hours or hours as necessary contract.

One day or longer medical or dental treatment

Medical or dental treatment including hospital treatment (in-patient or day patient) requiring time off work of at least one day/shift, falls within the remit of sickness absence.

Where employees prefer not to book sickness absence (e.g. for pay purposes) they may wish to request annual leave or request to make the time up, in agreement with their line manager. Whichever route is agreed, time off must be accounted for.

Sickness absence and Annual leave requests must be submitted via iHR for line manager approval. Sickness absence categories are:

- Sickness absence – Day Surgery
- Sickness absence – Hospital in-patient/treatment/medical appointment

Working with Disability

Under the Equality Act 2010, employees with a disability are entitled to time off for rehabilitation, assessment or treatment related to their disability as a reasonable adjustment. Please refer to the [Maximising Attendance policy](#) or email HRHelp@hw.ac.uk for further guidance.

Time off for antenatal appointments

Please refer to the [Overarching Supporting Family Life policy](#) and associated procedures or email HRHelp@hw.ac.uk.