

Fertility Treatment Policy

Contents

1. Aim.....	1
2. Scope	1
3. Vision and Values.....	1
4. Requesting support.....	2
5. Time off if you are receiving fertility treatment.....	2
6. Time off to accompany a person receiving fertility treatment.....	2
7. Working flexibly on a temporary basis	3
8. Sickness.....	3
9. Implantation.....	3
10. Employee assistance programme	3
11. External sources of help.....	4

1. Aim

This policy sets out the time off that we grant to employees who are undergoing fertility treatment and explains the support available to them.

Under this policy, fertility treatment includes:

- any form of assisted reproduction carried out by a registered medical practitioner or registered nurse (for example in vitro fertilisation (IVF), intrauterine insemination (IUI) and intracytoplasmic sperm injection (ICSI));
- any treatment carried out by a registered medical practitioner or registered nurse for the purpose of preserving fertility (for example freezing eggs, sperm, embryos or reproductive tissue); and
- any medical examination or treatment in connection with the treatment mentioned above (for example blood tests, ultrasound scans, egg collection, sperm collection, embryo transfer).

We are committed to providing an environment where staff feel supported. We recognise the physical and emotional stress that having fertility treatment can have on employees and are genuinely committed to providing support where we can.

The policy does not form part of your contract of employment and we reserve the right to amend it at any time.

2. Scope

This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.

3. Vision and Values

Fertility Treatment Policy

Our vision is for a prosperous and sustainable Cambridgeshire and Peterborough. Driven by our values and using our collective voice and strengths, we seek inclusive good growth for an equitable resilient, healthier and connected region.

Our values define what is important in the way we deliver this vision. At Cambridgeshire and Peterborough Combined Authority our core values are Collaboration, Integrity, Vision, Innovation and Leadership. We are committed to ensuring our culture enables our employees to display these values regardless of their roles within the organisation. Managers and employees alike must ensure our core values are upheld when implementing this policy.

4. Requesting support

We understand that working while undergoing fertility treatment can be incredibly challenging. If you are finding it difficult to cope at work while you are undergoing fertility treatment, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the HR department.

We encourage you to be as open as possible about any particular issues that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support while you are receiving treatment.

Any health-related information disclosed by you during discussions with your line manager or the HR department will be treated sensitively and in strict confidence.

5. Time off if you are receiving fertility treatment

If you are receiving fertility treatment, we will grant you paid leave to attend up to six appointments in any 12-month period.

To make a request for time off to attend a fertility treatment appointment, you should contact your line manager. You should give your line manager as much notice as possible of when you need the time off. Wherever possible, arrange your appointments outside your core hours or as near to the start or end of the working day as possible.

However, we understand that you may need to take time off at short notice to attend your appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that you are receiving and therefore we need to remain flexible.

We may ask you to provide proof of the date and time of your appointment.

If you need additional time off to attend any further appointments, this can be treated in the same way as other medical appointments, or you may take the time off as annual leave or unpaid leave [under our Time Off Policy]. In some cases, we may agree a flexible working arrangement so that you can make up lost time by working additional hours at another time.

6. Time off to accompany a person receiving fertility treatment.

If you have a qualifying relationship as set out below with a person receiving fertility treatment, we will grant you paid time off to accompany that person at up to six appointments.

This could be you if you are the spouse or civil partner of the person receiving fertility treatment. In addition, you will be eligible for the time off if you are the parent of any child born as a result of the treatment, or you expect to become the legal parent of any child which may be born as a result of the treatment under a surrogacy arrangement. It should

Fertility Treatment Policy

also be noted that a partner may be feeling the same stresses through this time as the person undergoing the treatment.

The fertility treatment appointment must be made on the advice of a registered medical practitioner or registered nurse.

To make a request for time off to accompany someone to a fertility treatment appointment, you should contact your line manager. You may be asked for proof of the date and time of the appointment.

You should give your line manager as much notice as possible of when you need the time off and, wherever possible, ensure that any appointments are arranged outside your core hours or near to the start or end of the working day.

However, we understand that you may need to take time off at short notice. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that the person that you are accompanying is receiving and therefore we need to remain flexible.

7. Working flexibly on a temporary basis

We recognise that for individuals receiving fertility treatment, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include working from home or changing your start and finish times. This is not a definitive list.

If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are undergoing fertility treatment, you should discuss and agree these with your line manager.

We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

8. Sickness

We understand that there may be times in the course of undergoing fertility treatment when you may be unwell. There is no expectation on you to work if you are unwell because of side effects related to your fertility treatment.

Unless otherwise set out in your contract, if you are sick and unable to work, you should follow the procedure set out in our Attendance And Absence Management Policy.

You do not have to disclose that your absence is connected with fertility treatment if you wish to keep this private. However, we want you to feel that you can be open about the reason for your leave. Sickness absence related to your treatment should not be formally managed through absence policy.

9. Implantation

From the point of implantation of a fertilised ova, an employee is considered pregnant and has a statutory right to paid time off for antenatal appointments. For further information, please refer to our Family Leave Policy.

10. Employee assistance programme

Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis for emotional

Fertility Treatment Policy

support or any issue that is troubling you. To access the EAP website, go to [Vivup | Home \(vivupbenefits.co.uk\)](https://vivupbenefits.co.uk).

11. External sources of help

There are various organisations that provide help and support to those who are undergoing fertility treatment, including:

- [Fertility Network UK](#), which provides a wide range of resources for those affected by infertility;
- [British Infertility Counselling Association](#), which provides information about specialist fertility counsellors; and
- [Fertility Friends Support Forum](#), which is a forum community dedicated to infertility and fertility support.

Governance: Fertility Treatment

References:

Time Off Policy

Attendance And Absence Management Policy

Issue date:	2023
Version number:	1
Review due date:	

Document control sheet

Purpose of document	This document provides useful information on the Fertility Treatment Workplace Support
Type of document	Policy/Procedure
Document checked by Legal	No

Fertility Treatment Policy

If applicable, has an initial Equality Impact assessment (EIA) been completed?	
Document Lead and Author	HR Team
Dissemination	
What other documents should be read in conjunction with	Documents listed in this guidance
Who will review the document (job title)	HR Team
Why is this document being reviewed	Review of existing Policies and Procedures

Revisions

Version No.	Page/ Paragraph No.	Description of amendment	Date approved