



# ROBERT GORDON UNIVERSITY ABERDEEN

## Fertility Treatment Leave Policy/Procedure

<b>Approved by</b>	The Executive		
<b>Date approved</b>	September 2018	<b>Status</b>	Approved
<b>Policy owner</b>	Head of HR and Operations Support	<b>Impact assessed</b>	Yes
<b>Version</b>	1	<b>Date of next review</b>	November 2023

## 1.0 POLICY STATEMENT

The University aims to support all employees in achieving a healthy work/life balance, recognising that many employees will have family responsibilities that will require them to be absent from work from time to time. As such the University has built on its statutory obligations and developed a number of flexible family friendly policies which are available to all staff irrespective of their gender or sexual orientation. Employees can access these policies [here](#).

For further advice and information on this policy or any of the University's other family friendly policies, please contact the HR department.

## 2.0 PURPOSE & SCOPE

This policy sets out the rights of employees who are undertaking fertility treatment, or are supporting a partner who is undergoing fertility treatment, and outlines the process employees and managers should follow. This policy ensures there is a consistent and fair approach in line with legislative requirements and commitment to best practice.

## 3.0 DEFINITIONS

The following definitions are used within this policy.

<b>Intrauterine Insemination (IUI) treatment</b>	Is a fertility treatment that involves placing sperm inside the uterus to facilitate fertilisation.
<b>In vitro fertilisation (IVF) treatment</b>	Is a fertility treatment that involves an embryo being removed from the ovaries, fertilised with sperm in a laboratory, and then returned to the womb to grow and develop.

## 4.0 ELIGIBILITY

Fertility leave is available to all employees who are receiving IUI or IVF fertility treatment and employees who would like to take time off work to support a partner undergoing IUI or IVF fertility treatment. To be eligible for Fertility Treatment Leave, employees must have been continuously employed by the University for 26 weeks.

## 5.0 ENTITLEMENT

While there is no statutory right to time off work for fertility treatment, the University recognises that fertility treatment is a stressful and emotionally demanding experience and aims to support its employees going through the process.

As such, employees who are undergoing fertility treatment personally or supporting a partner undergoing fertility treatment can take paid time off for the purpose of receiving and recovering from IUI or IVF treatment. Please note, the employee may be asked to provide documentation confirming the appointment details.

Any sickness absence that is related to the procedure itself, will not be counted towards the absence triggers as set out in the University's [Sickness Absence Policy](#).

Following implantation of a fertilised embryo(s) an employee will be regarded as being pregnant and should consult the University's [Maternity Policy/Procedure](#).

Partners should refer to the University's [Paternity/Supporting Partner Policy/Procedure](#).

## 6.0 NOTIFICATION

An employee who wishes the option of fertility leave should complete a [Fertility Leave Request Form](#) and:

- inform their manager of their plans to undergo fertility treatment or to support their partner who plans to undergo fertility treatment;
- provide medical documentation that confirms fertility treatment has been recommended and approved;
- produce an appointment card for each occasion on which time off is requested;
- where possible try to arrange appointments at times that will cause the minimum amount of disruption; and
- give as much notice as possible of the days on which time off is required.

On approval the manager will send the completed form and any supporting documentation to the **HR Department** and the **Payroll Department**.

## 7.0 ALTERNATIVE FORMAT

This document can be provided in alternative formats on request by email to [HRInbox@rgu.ac.uk](mailto:HRInbox@rgu.ac.uk) or by calling 01224 262625.

## 8.0 CHANGE CONTROL RECORD

No.	Approval date:	Amendment made:	Approved by:

## **Fertility Treatment Leave FAQs**

### **1. What other support does the University offer?**

#### **University Support Helpline**

The University recognises that employees may need confidential independent help, information, and guidance. For that reason a 24 hour confidential support [employee helpline](#) is available to employees and their family members to access. Professionals are available to answer queries on a wide range of practical and more sensitive issues and the service offers: life support, legal information, bereavement assistance, medical information, a wellbeing portal and online CBT.

 <b>ROBERT GORDON UNIVERSITY ABERDEEN</b>	<b>Fertility Leave Request Form</b>
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Please refer to the University's [Fertility Leave Policy/Procedure](#) before completing this form.

<b>Employee Name:</b>	
<b>Job Title:</b>	
<b>School/Department:</b>	

<b>SECTION A: Details of fertility leave</b>		
<b>Start Date:</b>	<b>End Date:</b>	<b>No. of days requested:</b>

<b>SECTION C: Employee declaration</b>	
I confirm that the purpose of this leave is to undergo IUI or IVF fertility treatment, or to support my partner who is undergoing IUI or IVF fertility treatment, and confirm that I have submitted relevant documentation to my manager in evidence of the treatment.	
<b>Employee signature:</b>	
<b>Date:</b>	

<b>SECTION D: Manager Signature</b>	
I confirm that the above request has been discussed with the employee and I am happy to approve the period of paid fertility leave. I confirm I will arrange for the period of leave to be recorded as <b>authorised paid leave</b> .	
<b>Manager signature:</b>	
<b>Date:</b>	

Please return this form along with relevant documentation evidencing the treatment to the HR department at [HRInbox@rgu.ac.uk](mailto:HRInbox@rgu.ac.uk) and [PayrollInbox@rgu.ac.uk](mailto:PayrollInbox@rgu.ac.uk)