

1. Introduction

- 1.1 This Time Off for Antenatal Appointments policy sets out the statutory rights of employees and agency workers to take time off to attend antenatal appointments.
- 1.2 The rights set out in this policy apply to all employees and agency workers once they have worked with the Company for at least 12 continuous weeks. The following will be applicable to all employees and agency workers:
 - 1.2.1 any breaks of up to 15 minutes may be entitled to
 - 1.2.2 breaks due to sickness or jury service; and
 - 1.2.3 breaks of up to 15 minutes for any other reason.
 - 1.2.4 breaks of up to 15 minutes for any other reason.
- 1.3 The Company will treat any time off for antenatal appointments as time off for any other reason, such as sickness or jury service, as time off for any other reason, such as sickness or jury service, as time off for any other reason, such as sickness or jury service.

2. Time off for Antenatal Care

- 2.1 Once an employee has advised her line manager that she is pregnant, she is entitled to reasonable paid time off during working hours to attend antenatal appointments made on the advice of her doctor, midwife or health visitor. Antenatal care may include relaxation and parent-craft classes.
- 2.2 This right applies to all employees regardless of length of service.
- 2.3 Employees and eligible agency workers should give as much notice as possible of antenatal appointments.
- 2.4 The Company may ask for evidence that it is the first appointment:
 - 2.4.1 a certificate from a doctor or health visitor stating that the employee is pregnant;
 - 2.4.2 an appointment card or letter from the doctor or health visitor.

3. Time Off for Accompanying

- 3.1 Employees may take time off to accompany a pregnant woman to an antenatal appointment if they have a qualifying relationship with the woman or the child. The employee is:
 - 3.1.1 The baby's father;
 - 3.1.2 The pregnant woman's partner; or
 - 3.1.3 One of the individuals who has a legal responsibility to obtain a passport for the child.

- 3.2 Employees must give notice of the antenatal appointment as possible.
- 3.3 Employees must provide a signed statement giving the date and time of the appointment, confirming that:
- 3.3.1 the employee has been advised of the criteria set down in 3.1 above;
 - 3.3.2 the purpose of the appointment is to accompany the pregnant woman to an antenatal appointment;
 - 3.3.3 the appointment is on the advice of a registered medical practitioner, registered midwife or registered nurse.
- 3.4 Employees have the right to be accompanied by a pregnant woman to up to two **OR** [<<State Number>> Than Two>>] antenatal care appointments, in relation to the above.
- 3.5 There is no right to be accompanied by a pregnant woman to more than <<State Number>> occasions in relation to the above.
- 3.6 An employee can be accompanied by a pregnant woman for up to six and a half hours for each appointment, including travel time.
- 3.7 Further time off is at the discretion of the Company.

This policy has been approved and signed by:

Name: <<Insert Full Name>>
Position: <<Insert Position, e.g. Manager>>
Date: <<Date>>
Signature: