

## Time Off for Medical

## Appointments Policy

1. <<Company Name>> recognises that employees will, from time to time, need to attend medical, dental and other similar appointments. Whenever possible, employees must make appointments outside of working hours or, if this is not possible, employees should make appointments at times when they will cause the least disruption and the minimum absence from work (e.g. by making early morning or late afternoon appointments).
2. If it is not possible to arrange appointments outside of working hours, reasonable arrangements should be made.
3. Any time off for attendance at medical appointments must have the prior approval of <<insert job title e.g. the employee's Line Manager>>. The <<insert job title e.g. the Line Manager>> may, at his/her discretion, require the employee to produce an appointment card.
4. With the exception of ante-natal appointments, there is no contractual entitlement to remuneration for absences from work for medical appointments. Payment of salary during attendance at medical appointments is at the absolute discretion of the Company.
5. If an employee feels that a request for time off has been reasonably refused time off in these circumstances, the employee should discuss the matter with <<insert job title e.g. the Line Manager>>.

This agreement is an honourable one, and may be cancelled at any time by either party. Neither party is obliged to create an employment relationship to be created either now or at any time in the future.

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