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**How to…… support a member of staff undergoing IVF treatment**

IVF is a form of fertility treatment. There can be significant emotional and physical impacts of undergoing IVF treatment.

Treatment will require regular medical appointments. Time off work is likely to be needed for appointments prior to the start of treatment and then throughout it. Both the member of staff undergoing treatment and their partner may require time off. There may also be occasions where the effects of the treatment led to sickness absence.

Whilst there is no legal right to time off for treatment, the University recommends that managers treat this issue sympathetically. If one of your team tells you that they are undergoing fertility treatment consider:

* Being flexible during treatment and in relation to time off. This could include allowing temporary flexible working, changing working hours or shifts, allowing some homeworking for example.
* Signposting the University counseling service to staff undergoing treatment, as well as their partners.
* Allowing reasonable time off to attend medical appointments.
* Consider if there are any specific health and safety risks in relation to the member of staff undergoing treatment – seek advice from Occupational Health if required (with the individual’s consent).

Make sure you have regular dialogue with individual undergoing treatment, and be alert for signs of anxiety or stress.

Ensure that you maintain confidentiality at all times.

There can be specific legal obligations (particularly in relation to discrimination) arising in relation to IVF treatment. Specific advice can be provided by HR.