

## How to manage medical appointments

Our Sickness Absence Policy and Procedures allows staff reasonable time off with pay for medical appointments. Staff are asked to arrange these in a way that has the minimal impact on their role, for example by arranging them towards the beginning or end of the working day. It is recognised however that this isn't always possible.

Where it is not possible for appointments to be made at the start or end of the day, managers may consider:

- Allowing staff to work from home before or after the appointment where they are able to do so without impact on their role.
- Allowing staff to leave work and return later, if it is feasible to do so.
- Adopting a flexible approach at all times – recognising the different approach taken by different medical providers to appointment provision and scheduling.

Where medical appointments will be more regular, for example to undertake a course of treatment, managers may consider:

- Agreeing short term flexible working arrangements.
- Allowing occasional homeworking, where the member of staff is able to do so.
- Reviewing the location of work (if another local might be more suitable, for example resulting in a shorter commute time or the individual being nearer to the place of the medical treatment).

Staff should not normally be asked to take annual leave to attend medical appointments. Take advice from HR where necessary.