

Request under Freedom of Information Act 2000

Thank you for your request for information which we received on 12th May 2023
I am pleased to confirm the following.

Please provide the name of your NHS Trust

Milton Keynes University Hospital NHS Foundation Trust

Do you have a specific policy for employees undergoing fertility treatment?

Not at present. A policy is in development.

if so, please provide a copy.

N/A

If not, please advise which policy this is covered by, and provide an extract of the relevant section.

Section 3.4.4. of the Trust's Special Leave Policy and Procedure states:

"An employee who is undergoing fertility treatment would be entitled to time off to attend appointments, which are within working hours, subject to the needs of the service. Time off for such appointments may be granted as one of the following: -

Allowing the employee to make the time up.

Using time off in lieu already accrued

Annual leave where all other options, above, have been used up.

Unpaid leave where the above is not possible.

Time off for this type of leave should be requested by the employee directly to the line manager with as much notice as possible. Approved requests should be recorded on the Special Leave Record Form (**Appendix 1**) which must be located on the employee's file; such leave should also be reported to Payroll, as appropriate, through E-Rostering, positive returns, or any other relevant payroll documentation.

Where such appointments are regular and ongoing then employees may wish to discuss temporary flexible working options with their manager (in order to amend their contracted hours / pattern of working in the interim).

Management may ask for appointments cards to support applications for this type of leave if required."

Do you provide paid leave for employees undergoing fertility treatment?

Not at present. We are exploring this as part of the new policy we are developing.

How many days paid absence are employees entitled to for fertility treatment?

See above.

How is the absence recorded (i.e., sick leave, special leave, other, etc.)?

See above.

How many employees have had paid time off for fertility treatment in the last 3 financial years (2020-21, 2021-22, 2022-23).

None.

What wellbeing support is available for employees undergoing fertility treatment?

We provide support through our Occupational Health & Wellbeing team via management referral and via our Employee Assistance Programme.

What guidance is available for managers to help them support and manage employees undergoing fertility treatment?

Guidance for leave is outlined within the Special Leave Policy. We are looking to enhance this as part of the new policy we are developing as referenced above.

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom of Information Co-ordinator
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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