



Fertility Treatment Guidance

Introduction

1. The Cairngorms National Park Authority (Park Authority) values all its staff, and we recognise that we cannot achieve our goals, targets and aspirations without the incredible people who work for us. We recognise that we have a diverse workforce, and we value the positive impacts of this diversity. We seek to be a caring and supportive organisation, and this policy is one of a suite of policies that sets out special guidance and support for staff experiencing unique and sometimes challenging circumstances
2. This policy sets out the time off that we grant to employees who are undergoing fertility treatment and explains the support available to them.
3. Under this policy, fertility treatment includes:
 - any form of assisted reproduction carried out by a registered medical practitioner or registered nurse (for example in vitro fertilisation (IVF), intrauterine insemination (IUI) and intracytoplasmic sperm injection (ICSI));
 - any treatment carried out by a registered medical practitioner or registered nurse for the purpose of preserving fertility (for example freezing eggs, sperm, embryos or reproductive tissue); and
 - any medical examination or treatment in connection with the treatment mentioned above (for example blood tests, ultrasound scans, egg collection, sperm collection, embryo transfer).
4. We are committed to providing an environment where staff feel supported. We recognise the physical and emotional stress that having fertility treatment can have on employees and are genuinely committed to providing support where we can.

Scope

5. This policy applies to employees employed by us. It does not apply to workers, contractors, consultants or any self-employed individuals working for the organisation.
6. You will qualify for time off under this policy if you have been continuously employed for at least 26 weeks.

Requesting support

7. We understand that working while undergoing fertility treatment can be incredibly challenging. If you are finding it difficult to cope at work while you are undergoing fertility treatment, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the HR team.



8. We urge you to be as open as possible about any particular issues that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support while you are receiving treatment.
9. Any health-related information disclosed by you during discussions with your line manager or the HR department will be treated sensitively and in strict confidence.

Time off if you are receiving fertility treatment

10. If you are receiving fertility treatment, we will grant you up to 5 day's paid time off per year. This will be for time off after treatments, where a period of recovery is recommended. Where treatments require hospital appointments, this time will be covered in accordance with the medical appointments section of the [Absence Management Policy V3.0.docx](#)
11. To make a request for time off for recovery after fertility treatment, you should contact your line manager. You should give your line manager as much notice as possible of when you need the time off and, wherever possible, arrange your appointments outside your core hours/as near to the start or end of the working day as possible.
12. However, we understand that you may need to take time off at short notice to attend your appointments. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that you are receiving and therefore we need to remain flexible. If you need additional time off, it may be appropriate to take the time off as annual leave or unpaid leave (see [Leave Policy.docx](#)) or, in some cases, we may agree a flexible working arrangement so that you can make up lost time by working additional hours at another time.

Time off to accompany a person receiving fertility treatment

13. If you have a qualifying relationship as set out below with a person receiving fertility treatment, we will grant you paid time off of 2 days per year where attendance at a treatment centre is required.
14. This could be you if you are the spouse, or civil partner of, or in a long term but unmarried relationship with the person receiving fertility treatment. In addition, you will be eligible for the time off if you will be the parent of any child born as a result of the treatment, or you expect to become the legal parent of any child which may be born as a result of the treatment under a surrogacy arrangement (See the [Maternity Policy.docx](#) and Leave Policy).
15. The fertility treatment appointment must be made on the advice of a registered medical practitioner or registered nurse.
16. To make a request for time off to accompany someone to a fertility treatment appointment, you should contact your line manager.



17. You should give your line manager as much notice as possible of when you need the time off and, wherever possible, ensure that any appointments are arranged outside your core hours/as near to the start or end of the working day.
18. However, we understand that you may need to take time off at short notice. We also understand that the amount of time that you may need off for each appointment will depend on the nature of the appointment and the type of treatment that the person that you are accompanying is receiving and therefore we need to remain flexible.

Working flexibly on a temporary basis

19. We recognise that for individuals receiving fertility treatment, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate.
20. If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are undergoing fertility treatment, you should discuss and agree these with your line manager and the HR team
21. We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

Quiet place to work

22. If you need a quiet space to take private calls or a place to take medication during working hours, you should speak to your line manager who will try their best to accommodate this. The Park Authority has a wellbeing room in the Grantown office, which can be used for this purpose.

Access to a fridge

23. If you require access to a fridge during working hours to store medication, you should speak to your line manager who will arrange this with the facilities team. The Park Authority has an ample supply of fridges, and would seek to allocate one specifically to you in these circumstances.

Sickness

24. We understand that there may be times in the course of undergoing fertility treatment when you may be unwell. There is no expectation on you to work if you are unwell because of side effects related to your fertility treatment.
25. Unless otherwise set out in your contract, if you are sick and unable to work, you should follow the procedure set out in our Absence policy.



26. You do not have to disclose that your absence is connected with fertility treatment if you wish to keep this private. However, we want you to feel that you can be open about the reason for your leave.

Implantation

27. From the point of implantation of a fertilised ova, an employee is considered pregnant and has a statutory right to paid time off for antenatal appointments. For further information, please refer to our Maternity policy.

Employee assistance programme

28. Help and support is also available through our employee assistance programme (EAP). You can use our EAP to speak to an independent adviser on a confidential basis for emotional support or any issue that is troubling you. To access the EAP website, go to [EAP](#) (0800 032 9849) – This is the Scottish Government Employee Help Service number that we subscribe to. Clicking on the link will take you to the folder so you can get more information about it. It is open 24/7.

External sources of help

29. There are various organisations that provide help and support to those who are undergoing fertility treatment, including: [Fertility Network Scotland](#), which provides a wide range of resources for those affected by infertility; [BICA: Professional Infertility Counselling Association in the UK](#), which provides information about specialist fertility counsellors; and [Fertility Friends Support Forum](#), which is a forum community dedicated to infertility and fertility support.

Data protection

30. When dealing with any request under this policy, we will process any personal data collected in accordance with our data protection policy / policy on processing special categories of personal data. In particular, we will record only the personal information required and keep the information only for as long as necessary.

Legal Standing

31. The policy does not form part of your contract of employment and we reserve the right to amend it at any time.