



**ROBERT GORDON
UNIVERSITY ABERDEEN**

Fertility Treatment Leave Policy/ Procedure



Approved by	The Executive		
Date Approved	September 2018	Status	Approved
Policy Owner	HR Manager	Impact assessed	Yes
Version	1.1	Date of next review	November 2023

Version Number	Purpose/Change	Date
1	Creation of Policy	September 2018
1.1	Converted policy into new standard template, policy owner updated from Director of HR to HR Manager and minor grammatical corrections made.	August 2022

FERTILITY TREATMENT LEAVE

1. Policy Statement

- 1.1 The University aims to support all employees in achieving a healthy work/life balance, recognising that many employees will have family responsibilities that will require them to be absent from work from time to time. As such the University has built on its statutory obligations and developed a number of flexible family friendly policies which are available to all staff irrespective of their gender or sexual orientation. Employees can access these policies [here](#).
- 1.2 For further advice and information on this policy or any of the University's other family friendly policies, please contact the HR department.

2. Purpose & Scope

- 2.1 This policy sets out the rights of employees who are undertaking fertility treatment, or are supporting a partner who is undergoing fertility treatment, and outlines the process employees and managers should follow. This policy ensures there is a consistent and fair approach in line with legislative requirements and commitment to best practice.

3. Definitions

3.1 The following definitions are used within this policy.

Term	Definition
Intrauterine Insemination (IUI) treatment	Is a fertility treatment that involves placing sperm inside the uterus to facilitate fertilisation.
In Vitro Fertilisation (IVF) treatment	Is a fertility treatment that involves an embryo being removed from the ovaries, fertilised with sperm in a laboratory, and then returned to the womb to grow and develop.

4. Eligibility

4.1 Fertility leave is available to all employees who are receiving IUI or IVF fertility treatment and employees who would like to take time off work to support a partner undergoing IUI or IVF fertility treatment. To be eligible for Fertility Treatment Leave, employees must have been continuously employed by the University for 26 weeks.

5. Entitlement

5.1 While there is no statutory right to time off work for fertility treatment, the University recognises that fertility treatment is a stressful and emotionally demanding experience and aims to support its employees going through the process.

- 5.2 As such, employees who are undergoing fertility treatment personally or supporting a partner undergoing fertility treatment can take paid time off for the purpose of receiving and recovering from IUI or IVF treatment. Please note, the employee may be asked to provide documentation confirming the appointment details.
- 5.3 Any sickness absence that is related to the procedure itself, will not be counted towards the absence triggers as set out in the University's [Sickness Absence Policy](#).
- 5.4 Following implantation of a fertilised embryo(s) an employee will be regarded as being pregnant and should consult the University's [Maternity Policy/Procedure](#).
- 5.5 Partners should refer to the University's [Paternity/Supporting Partner Policy/Procedure](#).

6. Notification

- 6.1 An employee who wishes the option of fertility leave should complete a [Fertility Leave Request Form](#) and:
 - 6.1.1 inform their manager of their plans to undergo fertility treatment or to support their partner who plans to undergo fertility treatment;
 - 6.1.2 provide medical documentation that confirms fertility treatment has been recommended and approved;
 - 6.1.3 produce an appointment card for each occasion on which time off is requested;
 - 6.1.4 where possible try to arrange appointments at times that will cause the minimum amount of disruption; and
 - 6.1.5 give as much notice as possible of the days on which time off is required.
- 6.2 On approval the manager will send the completed form and any supporting documentation to the HR Department and the Payroll Department.

APPENDIX 1: FERTILITY TREATMENT LEAVE FAQs

1. What other support does the University offer?

The University recognises that employees may need confidential independent help, information, and guidance. For that reason a 24 hour confidential support [employee helpline](#) is available to employees and their family members to access. Professionals are available to answer queries on a wide range of practical and more sensitive issues and the service offers: life support, legal information, bereavement assistance, medical information, a wellbeing portal and online CBT.



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