

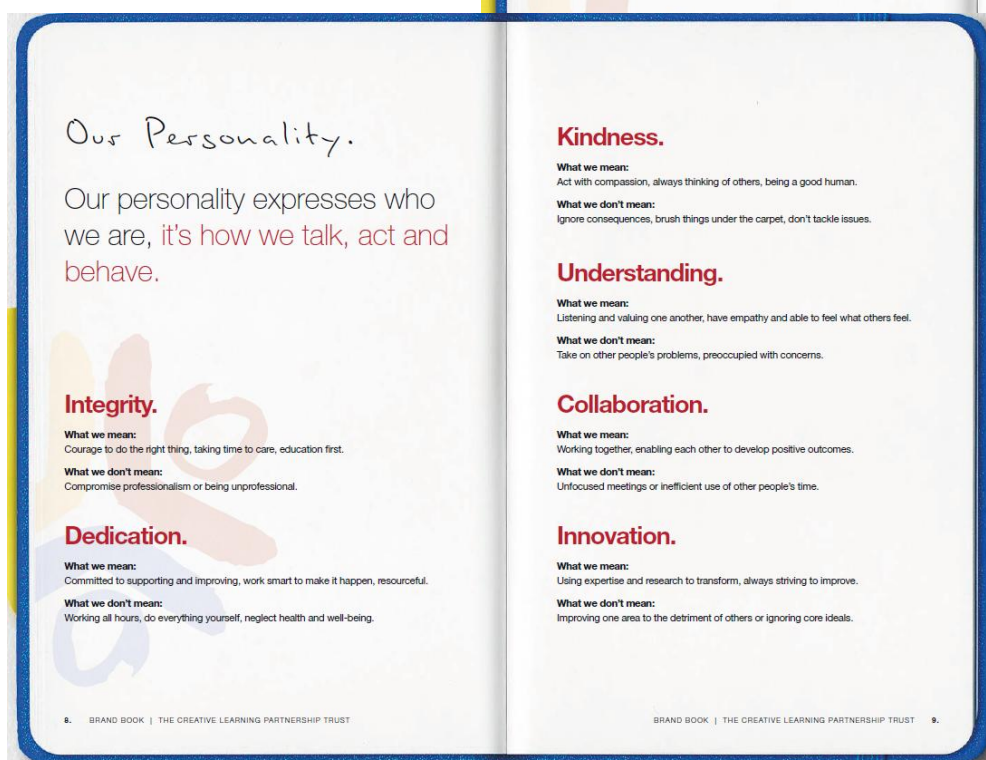
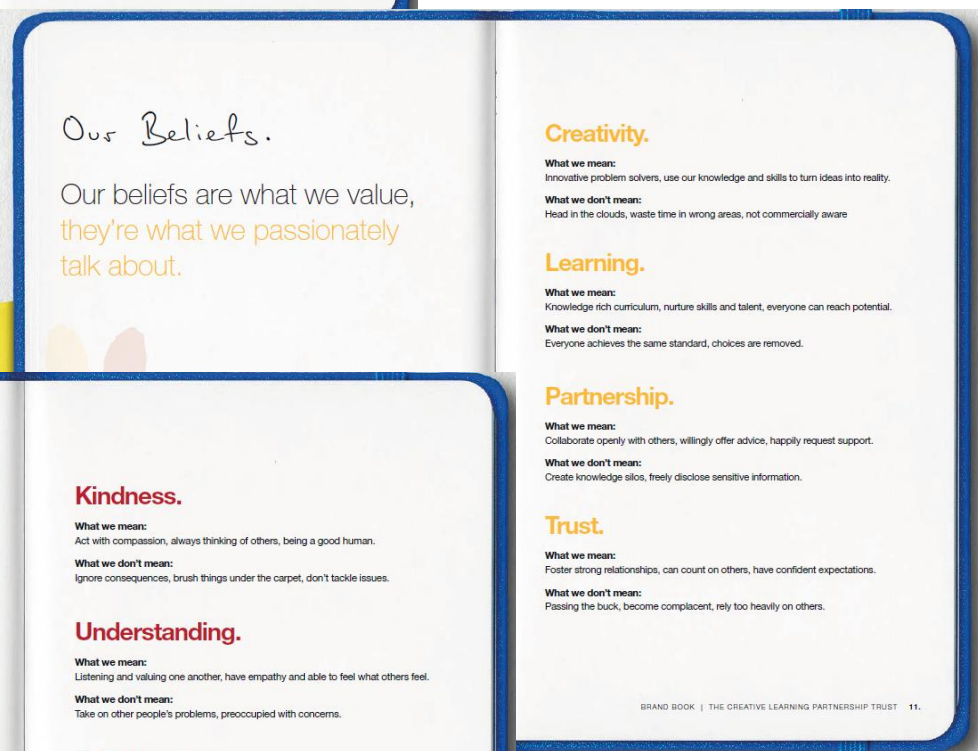
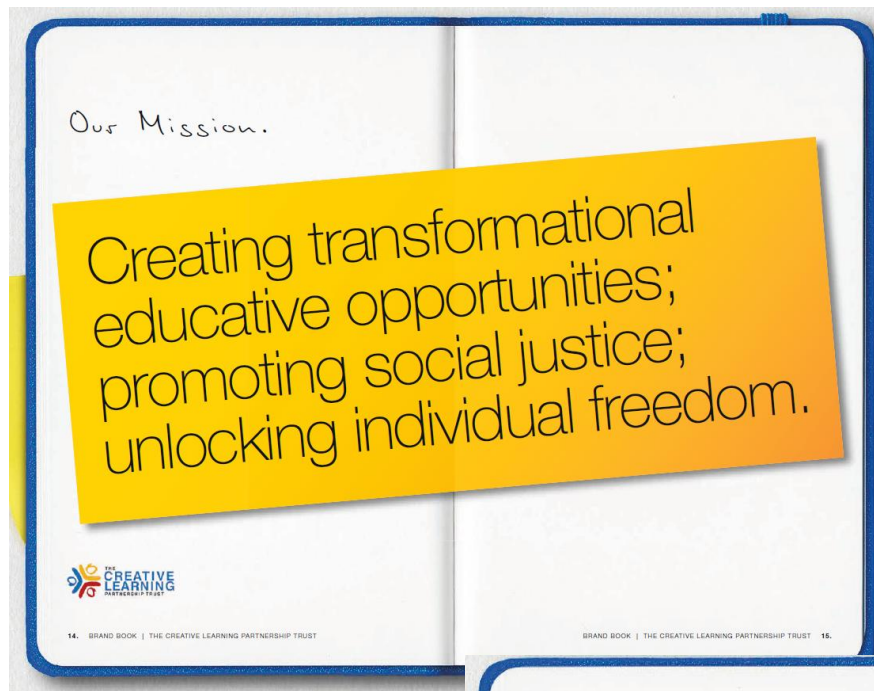


THE
**CREATIVE
LEARNING**
PARTNERSHIP TRUST

Fertility Support Guidance

Responsible Committee	CLPT Finance & Operations
Date Approved by Committee	Summer Term 2025
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Policy Owner	Laura Austen

This Policy has been created in accordance and to support the Mission, Values and Beliefs of The Creative Learning Partnership Trust.



The purpose of this document is to provide information and guidance on how we, the Creative Learning Partnership Trust will support you, as our employee, when undergoing fertility treatment.

We are committed to supporting you regardless of your gender or sexual orientation. We will do this, wherever possible, by creating a fertility friendly environment that offers flexible working arrangements.

This document is for guidance only, is not contractual and does not form part of your terms and conditions of employment.

1. What is fertility treatment?

Fertility treatment refers to any medical procedure or treatment intended to increase the likelihood of a person successfully conceiving a child. This can include a variety of methods, such as medication, surgery, or assisted reproductive technologies like in vitro fertilization (IVF).

Every fertility journey comes with a different 'back-story' and there could be many different reasons as to why you are having treatment. For example, it could be that there are medical reasons, social reasons (those within LGBTQ+ community or those pursuing solo parenthood) or fertility preservation (e.g. those having cancer treatment).

2. Do I need to tell my manager/headteacher about my fertility treatment?

We recognise the emotional and physical impact of undergoing fertility treatment and the potential anxiety and distress which you may experience during the process.

It is important that you feel supported to undertake fertility treatment and you should advise your line manager/headteacher as soon as possible that you are undergoing fertility treatment and discuss any support required.

There are some key things to think about, which will help your manager/headteacher to understand your journey and what the organisation can do to help you. For instance, how many appointments am I likely to need to attend and do they recur at specific times and intervals? Where do I need to travel to for the appointments? Do I need access to certain facilities to take any medication or undertake any procedures whilst I am working?

Line managers will act reasonably, with sensitivity and in the strictest confidence when discussing these matters with you. Emotional intelligence is an important skill for your manager/headteacher to exercise in your journey as each experience is unique and can be impacted by multiple factors. Not only from effects of treatment but from other less obvious factors such as: the type of work you are undertaking and possible emotional triggers related to your fertility journey, and also other aspects such as pregnancy announcements in the team, colleagues bringing babies into the office to see the team...etc. Sensitive and open conversations are key between you and your manager to try to understand how to best support you in navigating the emotional impact of these aspects.

If you feel unable to speak to your manager/headteacher, for whatever reason, you can speak to a more senior manager or peer manager in your area. Your manager/headteacher will need to understand and be involved in requests for time off to manage workloads, your health, safety and wellbeing ([see Section 8 below](#)) and treat requests for leave consistently with other medical appointment requests.

3. What time off is available for treatment?

Whilst there is no legal right to time off for fertility treatment, if you are undergoing treatment, we will grant you a **reasonable** amount of time off, similar to other medical appointments (subject to the needs of the service).

Appointments can be taken in 'hours'. Consideration can be given to cover the necessary hours for the treatment and travel where reasonable and consistent with other types of medical appointments. The leave can be requested for both NHS and private treatment.

As a guide:

- Where you can select an appointment or treatment at a pre-arranged specific time to suit you, (standard appointments), you will usually be required make up the time/ take it as unpaid authorised absence or use, annual leave, TOIL. If you are part-time, you would be expected to try to book the appointments when not required to be at work.
- Where you have no choice of the appointment date and time, i.e. allocated a date and time, e.g. consultant appointments (non-standard appointments) then you will not normally be required to make up the time (paid authorised absence). Whilst your manager may grant a reasonable amount of time off, for these types of appointments, there may be some that need to be accommodated by other means, in the same way as other medical appointments. For example, using annual leave, TOIL, make up the hours or unpaid leave...etc.

Flexible working arrangements could also be considered for employees who undergo fertility treatment, even on a temporary basis, to help keep them in work during treatment. For example, a temporary adjustment to working hours or schedules may help facilitate attendance at appointments or where injections need to be administered. For further details, please look at the Flexible Working Policy.

When requesting time off, your manager/headteacher may request documentary evidence from a GP/consultant/fertility clinic.

4. How much notice should I give for requesting authorised absence?

Leave should be requested to your manager/headteacher in advance of treatment as far as reasonably possible, the same as other medical appointments. This gives you a better chance of your school and manager/headteacher being able to accommodate it.

Where possible, there should be flexibility in allowing time off at short notice.

5. What happens if I am off sick as a result of the treatment?

Any time off where you are too unwell to work, as a result of the side effects of the treatment, will be recorded as normal sickness absence (with the exception of absences detailed [in Section 7](#)).

However, sometimes with small adjustments to the way or how you work, such as flexibility in working pattern, or working from home, can sometimes mean that you are

able to better manage the side effects of medication or treatment and still be fit to work. Hence consideration should be given to how a reasonable level of flexibility could be built into support you on your fertility journey, whilst still meeting the needs of the school.

6. Time off for partner to attend treatment

If you are a partner of an individual who is undergoing fertility treatment and would like to attend appointments for support but are not actually receiving treatment themselves, then you will be expected to use other forms of time off e.g. annual leave, flexi, unpaid, which must be agreed with your manager.

Sometimes both yourself and your partner may need to attend appointments for testing and treatment during your fertility journey, in which case consideration of time off is guided by [Section 3](#) of this guidance.

7. When am I considered pregnant via IVF?

Where you are seeking to become pregnant through IVF, you are considered to be pregnant from the point of embryo transfer and as such the relevant legal protection for pregnancy applies. A pregnancy test is usually taken 2 weeks following transfer. In the unfortunate event that treatment is unsuccessful (a negative test) this period of protection will extend for a further 2 weeks. Any absence during this protected period should be recorded as pregnancy-related and will be disregarded for the purposes of sickness management.

8. Health Safety and Wellbeing

Your manager/headteacher may need to undertake an individual risk assessment if there are health and safety risks to you and others whilst undergoing fertility treatment. For example, any impairment you may experience because of the effects of medication or if you have to have certain injections at specific times of your working day or need access to certain facilities.

Other risks may include shocks, vibrations/movement, hazardous substances/chemicals and all manual handling. Less obvious risks include mental/physical fatigue, stress and excessive standing.

If there is a 'medical' requirement for a reduction in hours or other adjustments then you will need to provide your line manager with a certificate signed by a registered medical, stating what restrictions are to be made.

Where a risk is identified, preventative measures must be put in place, outlined in the individual risk assessment. We will take all reasonable steps to remove/reduce the risk and to warn you of any potential dangers. In some cases, offering a temporary suitable alternative post on the same salary may be a possibility.