Policy on Time off Work for Medical and Dental Appointments

What this Policy Covers

This policy sets out employees’ entitlements to paid and/or unpaid time off work to attend medical or dental appointments. The Preschool appreciates that urgent appointments may be necessary particularly with matters concerning health and fully support all employees to ensure they are active and fit.

Your Responsibilities

You should always try to book appointments outside of working hours to minimise any possible disruption your absence could cause the Preschool’s operations. However, we understand this may not always be possible to achieve, particularly when you are forced to book an appointment at short notice. In these circumstances you should book your appointment at either the very start or the very end of your working day to minimise disruption as much as possible. Please note that any time off needed for appointments within working time must be approved by management first.

You should be aware that if the Preschool has reason to suspect that an employee has taken time off work for an appointment without management approval then we will fully investigate this and may take disciplinary action if necessary. Employees will not be paid for unauthorised absence.

Your Entitlements

Employees maybe paid for time off for medical or dental appointments with the approval of management.

Procedure

You should make your request for time off to your manageras soon as possible with full details of the date and time of the appointment.

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| **Policy Last updated:** |  |
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| **This policy was adopted by:** | Old Stratford Preschool |
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| **On:** |  |
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| **Date to be reviewed:** |  |
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| **Signed on behalf of the provider:** |  |
|  |  |
| **Name of signatory:** |  |
|  |  |
| **Role of signatory:**  **(e.g. Chair, Vice Chair)** |  |