



University of
St Andrews

Antenatal appointment

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Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.1	Change to review date	Published	Lisa Stewart HR	04/02/2021

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1. Introduction

- 1.1 This policy outlines the statutory right under the Employment Rights Act 1996 to take time off to attend antenatal appointments. From 1 October 2014, an expectant father or the partner (including same sex partner) of a pregnant woman will be entitled to take unpaid time off work to accompany the woman to up to two of her ante-natal appointments.
- 1.2 The entitlement is the same for both single and multiple births.
- 1.3 The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions for and intend to apply for a Parental Order for the child born through that arrangement.
- 1.4 The purpose of this statutory right is to achieve greater involvement of both of the child's parents from the earliest stages of pregnancy.

2. Time off if you are pregnant

- 2.1 If you are pregnant you are entitled to take reasonable paid time off during working hours for antenatal appointments regardless of your length of employment with the University. This may include any relaxation or parenting classes that your General Practitioner, registered midwife or health visitor has advised you to attend.
- 2.2 You must give your Head of School/Unit/Line Manager as much notice as reasonably possible of the appointment.
- 2.3 With the exception of the first appointment, the University reserves the right to ask for proof of appointment, such as the following:
 - A certificate from your doctor, midwife or health visitor stating that you are pregnant and/or
 - An appointment card or some other document showing an appointment has been made

3. Eligibility for requesting time off to accompany a pregnant woman

- 3.1 You are eligible to take unpaid time off to accompany a pregnant woman to an antenatal appointment if you have a "qualifying relationship" with the woman or the child. This means that either:
 - You are the baby's father;
 - You are the pregnant woman's spouse, civil partner, cohabiting partner or are living with her in an enduring family relationship and she is not your daughter, sister, mother, grandmother, aunt or niece;
 - The pregnant woman has undergone assisted conception and at that time you were her partner, cohabiting partner, civil partner or gave the required legal notices to be treated in law as the second female parent;
 - You are one of the intended parents in a surrogacy arrangement and expect to obtain a parental order in respect of the child.
- 3.2 The right to unpaid time off to accompany a pregnant woman to an antenatal appointment is a "day one" right and therefore is no qualifying service.

4. How to book time off to accompany a pregnant woman

4.1 You must provide the University with as much notice of the appointment as reasonably possible. You must provide the University with a signed declaration providing the date and time of the appointment and confirm that:

- You meet one of the eligibility criteria in paragraph 3.1;
- The purpose of the time off is to accompany the pregnant woman to an antenatal appointment;
- The appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.

4.2 In order to book time off you must complete the [Antenatal time off form](#) and submit this to your Head of School/Unit/Line Manager. **A word version of this form can be found on the [HR policy page](#) or via the following [link](#).**

5. Length of time off you can request to accompany a pregnant woman

5.1 You may take time off to accompany a pregnant woman to **up to two antenatal appointments** in relation to each pregnancy.

5.2 You must not take more than six and a half hours off for each appointment, including travelling time, waiting time and attendance at the appointment.

5.3 Time off to attend these appointments is unpaid.

5.4 To avoid taking unpaid leave to attend the two initial appointments and further antenatal appointments employee may with approval from their Head of School/Unit or Line Manager use annual leave or time off in lieu to attend appointments.

6. Consistency and reporting

6.1 Any unpaid time off must be reported to [Salaries Office](#) for the appropriate salary adjustments. The completed [antenatal time off form](#) must be submitted to your Head of School/Unit/Line Manager then to the Salaries Office.

6.2 Human Resources can provide further advice and guidance in regard to this Policy and procedure.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Migration of policy to the Governance Zone.	Published	Lisa Stewart, Human Resources	19/06/2019
1.1	Change to review date	Published	Lisa Stewart HR	04/02/2021

Appendix A: Antenatal time off form

A word version of this form can be found on the [HR policy page](#) or via the following [link](#).

This form is only for employees taking unpaid time off to accompany a pregnant woman to an antenatal appointment.

Employee name		
School/Unit		
ID number (on front of staff pass)		
Dates and times	Appointment 1	Appointment 2
	Date _____	Date _____
	Actual number of hours off work _____	Actual number of hours off work _____
Employees are not permitted more than six and a half hours off for each appointment, including travelling time, waiting time and attendance at the appointment.		
Total number of hours to be deducted from salary		
Declaration		
<ul style="list-style-type: none">• I meet one of the eligibility criteria in paragraph 3.1 of the Antenatal appointments policy• The purpose of the time off is to accompany the pregnant woman to an antenatal appointment• The appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse.• I instruct the Salaries Office to deduct the amount of hours stated above from my salary.		
Sign to confirm agreement:		Date:
Please submit to Head Of School/Unit/Line Manager for authorisation		
Head Of School/Unit/Line Manager authorisation		
Signature:		Date:

Please forward a copy to the Salaries Office.

Providing false information may result in the University investigating the matter further in accordance with the University's disciplinary procedures.