



Colchester  
City Council

# Fertility Policy

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<b>Contents</b>	<b>Page</b>
1. Introduction .....	1
2. Eligibility and Leave Entitlement.....	1
3. Partners .....	2
4. Requesting Leave.....	2
Appendix and Document Information .....	3

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## **Fertility Treatment**

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### **1. Introduction**

- 1.1 Employees do not have a **statutory** right to take time off for fertility treatment.
- 1.2 Colchester City Council recognises the emotional pressure of undergoing fertility treatment and understands the potential anxiety and distress that employees may suffer during the process.
- 1.3 The Council wishes to support employees who decide to undertake fertility treatment (or those whose partner is undergoing the treatment) as much as possible by providing special paid or unpaid leave for this purpose, within the terms of this policy.

### **2. Eligibility and Leave Entitlement**

This policy is supported by the following procedural instructions:

- 2.1 Permanent employees who have been employed by Colchester City Council for over one year may be granted up to a total of 5 days paid leave in a 12 month period for the purpose of receiving and recovering from fertility treatment, where this is needed. The days can be taken to suit the employee's needs, for example in one block, separate days or ½ days. If more than 5 days leave are required, then annual leave, flexi-time or unpaid leave should be used. This eligibility applies to either sex who are required to attend as part of the treatment purpose. For partners who wish to attend for support see paragraph 3.1.
- 2.2 All requests for paid leave due to fertility treatment must be supported by documentary evidence of treatment detailing the appointment dates. The employee will be expected to provide adequate notice for all appointments and treatments.
- 2.3 The paid leave entitlement will be pro-rata for part-time employees according to the weekly hours worked.
- 2.4 Council employees who are not permanent or who have been employed for under a year will be required to take annual leave, flexi-time or unpaid leave for the purposes of fertility treatment.
- 2.5 Further time off from work due to the side effects of fertility treatment should be treated in accordance with the Council's Sickness Absence Policy. Sickness absence associated with fertility treatment will not be classified as 'pregnancy related'.
- 2.6 If an individual's course of treatment causes them to become ill or hospitalised, their absence should be dealt with under the Council's current sickness policies.
- 2.7 Employees undergoing fertility treatment may require some degree of flexibility in their day-to-day pattern of work over and above the granting of leave. The employee's line manager will be responsible for managing the flexibility that is required to attend appointments for treatment. Workplace adjustments should be made using the range of flexible working options available.
- 2.8 All cases will be treated individually and confidentiality will be maintained at all times.

### **3. Partners**

- 3.1 An employee whose partner is receiving fertility treatment will be entitled to take annual leave, flexi-time or unpaid special leave to support their partner through the treatment.

### **4. Requesting Leave**

- 4.1 All requests for paid or unpaid leave encompassed under this policy should be requested as special leave.

Check for updates

## Fertility Treatment

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### Appendix and Document Information

#### Appendix

The following policies and forms should also be read alongside this document:

Policies	Forms
Special Leave Policy	Special Leave Request Form

The policies and forms are shown on COLIN:

- [A-Z](#) – this link will take you to the "all in one place" page which has a short summary of the HR subject, what you need to do first, useful documents and links, and related items.
- [Staff Handbook](#).

#### Document Information

<b>Title :</b>	Fertility Treatment Policy
<b>Date :</b>	April 2024
<b>EQIA :</b>	See HR EQIAs on the Council's website
<b>Review Frequency :</b>	Every three years or if change occurs

For more information or advice about this policy please contact the HR Service Centre on 01206 282112 or email [hr.servicecentre@colchester.gov.uk](mailto:hr.servicecentre@colchester.gov.uk).

This policy applies to you if you are working under the Terms and Conditions of Colchester City Council.