

Fertility Treatment Policy and Guidelines

We understand that fertility treatment can be both physically and emotionally stressful. King's is committed to supporting employees' by offering up to 5 days paid leave in any 12-month period for those undergoing treatment.

Whether receiving fertility treatment or the partner of someone who is, any conversations with the university will be treated sensitively and in confidence.

This policy explains what time off you can take and how to apply for leave.

The provisions in this policy apply to all staff regardless of their sexual orientation, gender identity and any other protected characteristic.

This policy does not form part of your contract of employment. The University reserves the right to amend the terms of this policy when required.

Essential information

At King's we offer up to five days paid leave in any 12-month period for an employee to attend appointments during a fertility treatment cycle.

If additional time off is required for the fertility treatment, you may be able to take annual leave or unpaid time off.

If you wish to take time off to support your partner undergoing fertility treatment talk to your manager about taking annual leave.

How to Apply

You should talk to your manager as soon as plans for fertility treatment have been confirmed. This will give them the opportunity to work with you in planning any support required.

Try to arrange appointments at times that will cause the minimum disruption to the University and give as much written notice as you can of any time off that is required.

Your manager may ask for a statement from a qualified medical practitioner that fertility treatment has been recommended and approved. They may also ask for an appointment card for each time leave is requested.

Any paid time off will be recorded locally. If unpaid, then your manager will need to request this through HR digital services, detailed instructions can be found on our [Managing Teams](#) webpages.

Things to Think About

If you become unwell during fertility treatment and you do not feel able to come to work, use the University's absence reporting procedure. Any sick absence will be treated in accordance with the [Sickness Absence Management policy](#).

Fertility treatment can be demanding with regular appointments and likely to involve taking daily medication. You may wish to consider talking to your manager about [flexible working](#) to request a temporary change to your working pattern.

Further Support

If you have any questions about support while undergoing fertility treatment, please speak to your manager in the first instance. For managers who need advice contact your [HR Business Partnering Team](#) who should be able to assist.

Undergoing fertility treatment can be a stressful time. Remember you have access to our [Employee Assistance Programme](#) who can provide support. It is independent, confidential, and free to use for the King's community.

There are also external sources of support such as the [Fertility Network](#) a charity offering resources and support for those affected by fertility issues.

VERSION CONTROL

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