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 Time off for health-related appointments

## Time off for health-related appointments Guide

### Overview

We recognise that you will, from time to time, need to attend health related appointments. Early intervention can be key to the treatment of many illnesses, and UWE Bristol will support you when you need to attend an appointment, in line with our University-wide wellbeing strategy.

### Health-related appointments

You are expected to arrange all appointments such as GP, dental, optician and counselling in your own time.

If it's not possible for you to arrange an appointment outside normal working hours, and time off work cannot be avoided, you should arrange the appointment at the beginning or end of the working day, and agree with your manager to make up lost time, use annual leave or flexileave.

### Medical screening

Under the University's terms and conditions of employment, you are entitled to reasonable paid time off to attend cancer screening (eg breast, cervical and prostate cancer). Requests for time off for cancer screening can now be requested via Employee Self-Service (ESS) – see the [other absence requests \(/tasks-guides/Task/other-absence-requests\)](#) task for more information.

### Antenatal appointments

You are entitled to reasonable paid time off to attend antenatal appointments made on the advice of a registered medical practitioner, registered midwife or registered health visitor.

### Occupational health appointments

If you have been referred to the University's Occupational Health provider, you will be given paid time off to attend these appointments.

Appointments related to a condition covered by the disability provisions of the Equality Act 2010

The Equality Act 2010 defines disability as a mental or physical impairment that has a substantial and long-term effect on a person's ability to carry out normal day-to-day activities. A long-term effect is one which has lasted (or is expected to last) at least 12 months.

UWE has a duty under the Equality Act to make reasonable adjustments for disabled employees.

Planned disability leave is an example of a reasonable adjustment of paid time off to attend appointments (eg hospital outpatient or specialist check-ups) related to a disability.

Where possible, try to arrange appointments outside of working hours or at the start or end of the working day. The [reasonable adjustments policy \(https://docs.uwe.ac.uk/ou/hr/\\_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Reasonable%20Adjustments%20policy%20FINAL%20April%202015.docx\)](#) (Word) outlines the procedure for agreeing planned disability leave.

### You may also need

[Sickness absence \(/tasks-guides/Collection/Sickness-absence\)](#) Collection

[Annual leave \(/tasks-guides/Guide/Annual-leave\)](#) Guide

[Flexitime scheme \(/tasks-guides/Guide/Flexitime-scheme\)](#) Guide

[Maternity leave \(/tasks-guides/Guide/maternity-leave\)](#) Guide

[Occupational Health policy \(https://docs.uwe.ac.uk/ou/hr/IntranetContent/occupational-health-policy.pdf\)](#) PDF

[Reasonable adjustments policy \(https://docs.uwe.ac.uk/ou/hr/\\_layouts/15/download.aspx?SourceUrl=https://docs.uwe.ac.uk/ou/hr/IntranetContent/Reasonable%20Adjustments%20policy%20FINAL%20April%202015.docx\)](#) Word

### Category

## Topics

[Leave and absence](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string(%5C%2296ee4-4493-800c-feeb72e64493%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D) ([https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string\(%5C%2296ee4-4493-800c-feeb72e64493%5C%22\)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string(%5C%2296ee4-4493-800c-feeb72e64493%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D))

[Sickness absence](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string(%5C%2296ee4-4493-800c-feeb72e64493%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D) ([https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string\(%5C%2296ee4-4493-800c-feeb72e64493%5C%22\)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string(%5C%2296ee4-4493-800c-feeb72e64493%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D))

[Time off from work](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string(%5C%2296ee4-4493-800c-feeb72e64493%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D) ([https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string\(%5C%2296ee4-4493-800c-feeb72e64493%5C%22\)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D](https://intranet.uwe.ac.uk/tasks-guides#Default=%7B%22k%22%3A%22%22%2C%22r%22%3A%5B%7B%22n%22%3A%22owstaxIdTaskTopics%22%2C%22t%22%3A%5B%22string(%5C%2296ee4-4493-800c-feeb72e64493%5C%22)%22%5D%2C%22o%22%3A%22and%22%2C%22k%22%3Afalse%2C%22m%22%3Anull%7D%5D%7D))

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