



Hemingford Grey SCHOOL

Gender Reassignment Policy

Date policy was last reviewed and approved:

JULY 2017

GENDER REASSIGNMENT

Gender reassignment is a process which is undertaken for the purpose of permanently reassigning a person's sex by changing physiological or other characteristics or attributes of sex, and it includes any part of such a process.

The School wishes to support employees in their personal circumstances and, in relation to time off for surgery, it recognises that gender reassignment is not a lifestyle choice.

It will therefore make necessary accommodations for those undergoing gender reassignment; however, it is clearly important that the good operation of the School is not adversely affected, where this can be avoided. Therefore, if you wish to apply for time off for gender reassignment surgery, you should speak to your Headteacher or Line Manager as far in advance as possible to discuss your circumstances and to make necessary arrangements. Any information provided will be maintained in strict confidence and will only be disclosed on a "need-to-know" basis.

The following arrangements will normally apply in relation to gender reassignment:

Medical appointments in connection with the gender reassignment process will be treated no less favourably than any other medical appointments. As usual, you should try to arrange medical appointments at times that will cause the minimum amount of inconvenience to the School and time off to attend medical appointments must be authorised by your Headteacher or Line Manager in advance in the normal way. [*Note: If this is not the same person mentioned above, you may want to consider combining the roles in order to maintain confidentiality.*]

Equally, you should try to arrange any related surgery at times that will cause the minimum amount of inconvenience to the School and so the School would greatly appreciate staff trying to arrange any procedures during the school holidays in order not to miss any days of the school term and keep to a minimum any disruption to the good operation of the School.

However, if it is unavoidable that such procedures take place during term time, the School will grant you leave of absence to undergo gender reassignment surgery. You will be treated no less favourably than if you were absent because of sickness or injury.

Support staff on 52 week contracts may arrange to take paid annual leave if they require further paid time off, provided they comply with the School's requirements for the taking of annual leave. (Staff should refer to their contracts of employment.)

Teaching and term-time support staff are unable to take annual leave during term time; however, if they have been absent and receiving sick pay immediately prior to a school holiday period for gender reassignment purposes and subsequently become fit to work, the School will reinstate normal salary upon receipt of a GP certificate confirming that the employee is fit to work, and provided that the employee returns to work at the start of the next term.

Staff may also be required to provide an appointment card and/or a statement from a qualified medical practitioner that the process of gender reassignment has been approved and confirming the time off required after surgery.

There is no contractual or statutory right to receive salary during time off for gender reassignment medical appointments or surgery; however, provided you comply with the School's sickness absence reporting procedure and your absence is properly certified,

you will receive sick pay in accordance with the School's sick pay provisions set out in your contract of employment and in the section on "Sick Pay".