



# Hemingford Grey SCHOOL

## **Elective Surgery Policy**

Date policy was last reviewed and approved:

**JULY 2017**

## **ELECTIVE SURGERY**

Elective surgery is surgery that is not considered to be medically necessary, for example because it is concerned with the enhancement of appearance through surgical and medical techniques. It includes cosmetic surgery (such as breast implants and face-lifts) and other non-essential medical procedures such as laser eye treatment and vasectomies.

The School wishes to support employees in their personal decisions; 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 elective surgery, you should speak to your Headteacher or Line Manager as far in advance as possible of the day on which the surgery is to take place stating the period of leave requested and the reasons for it. 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 elective surgery:

Where possible, teaching and term-time support staff should arrange any such procedures during the school holidays in order not to miss any days of the school term. Where this is not possible, you should speak to your Headteacher or Line Manager to discuss your circumstances.

Support staff on 52 week contracts may use their annual leave entitlement to take time off for elective surgery, provided they comply with the School's requirements for the taking of annual leave. (Staff should refer to their contracts of employment.)

Staff may also be required to provide an appointment card and/or a statement from a qualified medical practitioner that elective surgery has been approved and confirming the time off required for recovery.

There is no contractual or statutory right to receive salary during time off for elective surgery. Staff may apply for unpaid time off, which may be granted in exceptional circumstances at the School's absolute discretion.