***ANTENATAL & ADOPTION APPOINTMENTS***

**Maternity**

All pregnant employees are entitled to a reasonable amount of time off with pay for antenatal care made on the advice of a registered medical practitioner. Except for the first appointment, employees must provide an appointment card or some other documentation showing the dates and times of the appointments. Where possible, employees are asked to make appointments at the beginning or the end of the working day.

An expectant father or the partner (including same sex) of a pregnant woman is entitled to take unpaid time off work to accompany the expectant mother to up to two of her antenatal appointments. Extra time can be taken from your holiday entitlement, subject to prior agreement with your Manager. Time off is capped at six and a half hours for each appointment (which includes any time needed to travel to and from the appointment), although normally no more than half a day should be needed for an antenatal appointment.

**Adoption**

Employees who have been notified by an adoption agency that a child is to be placed with them for adoption will need to choose which partner takes Adoption Leave. This person (primary adopter) will then be entitled to take paid time off for up to five adoption appointments during their working day. The appointment must have been arranged by or at the request of the adoption agency and the time off must be taken before the date of the child’s placement.

You will be required to produce documents showing the date and time of the appointment and that it has been arranged by or at the request of the adoption agency.

The partner of an individual who adopts or the other member of a couple who are adopting jointly (secondary adopter), is entitled to take unpaid time off work to accompany the primary adopter to up to two of their adoption appointments. Extra time can be taken from your holiday entitlement subject to prior agreement with your Manager. Time off is capped at six and a half hours for each appointment (which includes any time needed to travel to and from the appointment), although normally no more than half a day should be needed for an adoption appointment.

To book time off for antenatal or adoption appointments, you should complete an Antenatal or Adoption Appointment Form giving the required dates for the appointment and send this to your Manager.