**Medical Appointments Policy**

November 2018

**Purpose**

Daniel Thwaites Plc ("the Company") operates the following policy in relation to medical appointments. This policy sets out the statutory rights and responsibilities of colleagues who wish to take time off for medical appointments.

**Scope**

The policy is a guide only and not contractual and applies to all employees within the Thwaites group of companies.

# Medical Appointments

The Company recognises that employees will from time to time need to attend medical, hospital, dental, optician and other similar appointments. Whenever it is possible to do so, employees (both full time and part time) should endeavour to arrange such appointments in their own time. If this is not possible, then appointments may be made at times during working hours that will cause the minimum amount of absence from work or inconvenience to the Company.

# Procedure

The employee must provide their line manager with reasonable notice of the date and time of an appointment. Employees must obtain approval from their line manager in advance of any appointment. The line manager reserves the right to ask an employee to reschedule an appointment if its timing would cause disruption to the business. The line manager may also ask the employee to produce an appointment card.

**Pay**

**Four-Weekly Employees**

Unpaid time off will be granted.

**Monthly Employees**

Time off with pay will be granted; however, the employee will be required to make up for the time off by working extra time on another occasion.