

Time off for Medical and Dental Appointments Policy

Grafton Childcare recognises that employees will, from time to time, need to attend medical, dental and other similar appointments. Whenever possible, employees must make appointments outside of working hours or, if this is not possible, employees should endeavour to arrange them at times when they will cause least disruption and the minimum amount of absence from work e.g. by making early morning or late afternoon appointments.

If it is not possible to arrange medical, dental and other similar appointments outside working hours, reasonable time off will be given if booked formally in advance by using one of Grafton Childcare's, 'Employee Time Off Request Booking Slips'.

Any time off for attendance at appointments must have the prior written approval of the Manager, Mrs Denise Tupman. The Manager may, at her discretion, ask the employee to produce an appointment card.

With the exception of ante-natal appointments, there is no contractual entitlement to remuneration for absences relating to attendance at medical appointments. Payment of salary during attendance at such appointments is at the absolute discretion of the Manager.

If an employee feels that he/she has been unreasonably refused time off in these circumstances, the employee should discuss the matter with Manager, Mrs Denise Tupman.

This agreement is an honourable agreement rather than a legal one, and may be cancelled at any time by either party. Neither of us intend any employment relationship to be created either now or at any time in the future.