



RCSI

Fertility Treatment Policy

Purpose

RCSI is committed to being an employer of choice and to providing an inclusive and supportive environment with regard to personal situations and work life balance of staff.

The purpose of this policy is to explain the support you will receive from RCSI in the event you are undergoing fertility treatment. RCSI is mindful that for anyone undergoing fertility treatment, that this can be a physically and emotionally demanding time where help and support can make the difference. The policy outlines the protocols for keeping you safe at work during your treatment and explains the supports available to you.

Scope

This policy applies to all members of RCSI staff.

Policy Statement

The policy outlines the protocols for keeping you safe at work during your fertility treatment and explains the supports available to you.

Procedure

Roles and Responsibilities

It is the responsibility of managers to provide appropriate support to staff undergoing fertility treatment.

It is the responsibility of staff to notify their line manager and seek supports in accordance with this policy.

Leave and flexibility while undergoing treatment

This undertaking can be a stressful period of time, while also physically challenging and requiring some flexibility. Where feasible, RCSI would consider a number of options to support you while you undergo treatment. They include:

- Up to 5 additional unpaid annual leave days either as a block or to reduce a working week.
- Working remotely during key treatment dates where feasible for your role and the team.
- Having a flexible start and end time or working hours to facilitate time off for time critical treatments.

Attending medical appointments

We ask that at least 48 hours' written notice be given to your Head of Department/Nominee if the medical appointment cannot be scheduled outside working hours. Appointments are expected to last no more than a half day and we request that, where possible, appointments be scheduled at the beginning or end of the working day. If the appointment finishes during the working day, you are expected to return to work. You may be required to provide proof of appointments by furnishing an appointment card or other certification.

Where medical procedures are required or where an employee is experiencing any ill effects from fertility treatments, the sick leave policy applies once medically certified. For example, typically a full day's leave is required for egg retrieval and implantation due to the nature of these treatments and the requirement for sedation. If this is the case then this is treated as sick leave as per the sick leave policy once medically certified.

Treatment outcomes

Where the treatment is successful the employee will be covered by the Maternity Leave policy following egg implantation.

Sadly, treatment is not always successful and RCSI has supports in place for you at this difficult time. They include:

- Our Employee Assistance Programme which is provided by Spectrum.life. To contact the service, please contact them on Freephone ROI: 1800 903 542 or WhatsApp: Text 'Hi' to 087 369 0010

Any of the HR Partners

- Maire Ryan maireryanhr@rcsi.com
- Mark O'Dea markodea@rcsi.com
- Rachel Hipwell rachelhipwell@rcsi.com
- Cathy Buffini cathybuffini@rcsi.ie

Additionally, RCSI have a number of policies to support staff during this difficult time, including, our Compassionate Leave policy and Sick Leave policy.

How to avail of supports

You are encouraged to discuss your plans with your line manager at the earliest opportunity. This will give them the opportunity to review and provide you with the support you need and to plan activities during your leave period and beyond.

Additionally, you can seek support and guidance from any of the HR Partners (see contact details above).

Any conversations will be treated with the utmost confidentiality and discretion.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.