



University of  
**Strathclyde**  
Glasgow

# Time Off for Medical and Dental Appointments Policy

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## 1. Introduction

At Strathclyde we know that sometimes you may need time off work to attend medical and dental appointments. We'll always try to be flexible in these situations and give you reasonable paid time off when needed.

In this policy you'll find information about what time off is available for these appointments, our expectations of you, how to request time off, and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by This Policy?

This policy applies to all employees of the University.

## 3. What Types of Appointments are Covered by This Policy?

The types of appointments covered by this policy include GP appointments, dental check-ups and procedures, opticians, physiotherapy, hospital outpatient appointments, counselling, gender reaffirming treatment and other medical appointments.

We'll give you reasonable paid time off to attend these appointments, where it's not possible to arrange them outside of your normal working hours or to make up the time.

Usually, you'll just need one or two hours off work, but if the appointment involves assessment, treatment, or rehabilitation lasting half a day or more, we'll treat this as sickness absence.

If you're considering elective (voluntary) cosmetic procedures, these should normally be undertaken in your own time, or you can request annual leave. But if you're having the procedure based on professional medical advice and you have a 'fit note' from your doctor, time off will be granted under the terms of our [Sickness Absence Policy](#).

And remember, if you or your partner is undergoing fertility treatment, time off is available under our [Fertility Leave Policy](#). Similarly, if you or your partner is pregnant, or you're adopting, you can take paid time off work to attend antenatal or adoption-related appointments. See our [Time Off for You and Your Family](#) pages on our People Hub for more information (staff login required).

## 4. Scheduling Routine Appointments

Ideally you should arrange medical and dental appointments outside of your working hours or during your lunch break. But, if that's not possible, try your best to get an appointment towards the start or the end of your working day.

If your appointment is during working hours, where possible you should agree with your manager to make up the time. For example, by starting a little earlier or finishing a little later, on a day you have an appointment or, alternatively, making up the time later in the week. But we understand not everyone can work in an agile way and making up the time may be easier for some staff than others, so always talk to your manager to help them understand your situation and to decide what is most appropriate in the circumstances.

Where you can, please try to give your manager as much notice as possible of your appointment.

## 5. Recurring Appointments and Ongoing Treatment

If you think you might need time off on a regular basis, for example to receive cancer treatment, physiotherapy, diabetes management, kidney dialysis, counselling, gender reaffirming treatment and so on, please let us know so we can provide support and adjust your working arrangements if needed.

We understand you'll often have little control over appointment times, so don't worry, we'll always try to be flexible.

We understand that you might be worried about disclosing a medical condition but please be assured we are here to support you, so please tell us what support you need and why. You can talk to your manager or the [Staff Disability Adviser](#) (staff login required) or someone in [Human Resources](#) if you'd prefer. For anyone undergoing gender reaffirming treatment we also have our [Ask Alex](#) service.

We'll always handle things confidentially and as sensitively as possible and aim to provide the right support for everyone.

Managers are expected to apply this policy fairly, taking account of individual circumstances and exercising discretion where appropriate. Managers should read the accompanying [Manager FAQs](#) (staff login required) and seek advice from their HR Team if needed.

## **6. Requesting and Recording Time Off**

To request time off for medical and dental appointments talk to your manager and tell them about your appointment(s). This is so they can fully support you as well as plan for your absence.

## **7. Evidence of Appointments**

Your manager may ask to see confirmation of your appointment, such as an appointment card or email/text confirmation.

Please be assured, the reason for your appointment will always be kept confidential, and we won't share this information unless you say it's ok.

## **8. Further Information and Support**

If you have any queries about this policy, you may find our [Staff FAQs](#) (staff login required) helpful. Alternatively, talk to your manager or contact [Human Resources](#).

## **9. Policy Review**

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.