

Elective Surgery Policy

Name of Policy	ELECTIVE SURGERY POLICY
Policy Level	Trust
Date of issue	February 2018
Author:	Trust Board
Date of Next Review:	February 2021
Signature	
Date of Signature:	28 th February 2018

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Schedule of Responsibilities

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's HR Advisers, are responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's HR Providers may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

The following persons will generally be responsible for managing employees under this policy:

The Academy Headteacher (for Academy based teaching and educational or non-educational support staff) and the Chief Executive Officer (for Academy Headteachers and centrally appointed teaching and support staff) (the "Line Manager").

Procedure

Elective surgery is surgery that is not considered to be medically necessary, for example because it is concerned with the enhancement of appearance through surgical and medical techniques. It includes cosmetic surgery (such as breast implants and face-lifts) and other non-essential medical procedures such as laser eye treatment and vasectomies.

The Trust wishes to support employees in their personal decisions; however, it is clearly important that the good operation of the School is not adversely affected, where this can be avoided. Therefore, if you wish to apply for time off for elective surgery, you should speak to the Headteacher as far in advance as possible of the day on which the surgery is to take place stating the period of leave requested and the reasons for it. Any information provided will be maintained in strict confidence and will only be disclosed on a "need-to-know" basis.

The following arrangements will normally apply in relation to elective surgery:

Where possible, teaching and term-time support staff should arrange any such procedures during the school holidays in order not to miss any days of the school term. Where this is not possible, you should speak to the Line Manager to discuss your circumstances.

Support staff on 52 week contracts may use their annual leave entitlement to take time off for elective surgery, provided they comply with the Trust's requirements for the taking of annual leave. (Staff should refer to their contracts of employment.)

Staff may also be required to provide an appointment card and/or a statement from a qualified medical practitioner that elective surgery has been approved and confirming the time off required for recovery.

There is no contractual or statutory right to receive salary during time off for elective surgery and any payment of salary made by the Trust in such circumstances is done so in its absolute discretion. Otherwise, staff may apply for unpaid time off, which may be granted in exceptional circumstances at the Trust's absolute discretion.