



Elective Surgery

The purpose of this policy is to provide clarity on the circumstances in which you would receive Company sick pay or be entitled to Statutory Sick Pay in the event that you have surgery and require leave from work.

To be clear, if you require emergency surgery as a result of a health condition, then your period of time for recovery will be granted and the Company sick pay policy applies. If your surgery is being carried out by the NHS then this will mean it is deemed “essential” as the NHS only carries out elective surgery for conditions that are impacting a persons’ life.

Elective surgery is a non-essential surgical procedure that the employee has chosen to undergo for personal reasons, such as cosmetic surgery. It can be difficult to assess whether surgery is deemed ‘elective’ or not, for example, scar revision surgery may be perceived as elective, but it may be a medically advisable treatment if the scarring is having an impact on a persons’ mental health.

Whether or not a procedure is deemed elective or essential will need to be discussed with your line manager to determine the reason for the leave and whether or not the absence policy applies in reference to pay and time off. When this has been determined, the employee and line manager should agree an appropriate explanation for the reason for absence to their own team.

If you are uncomfortable discussing a potential procedure with your line manager, then please contact a Director or another member of the management team in the alternative.

If you are confident it would be deemed “elective” rather than “essential” then you should book holiday as normal. If your recovery time means that you will need more time off than your remaining holiday entitlement, then you can request unpaid leave explaining the reason.

Authorised time off

Where your time off for elective surgery has been approved, this would take into account the planned surgery and potential recovery time. If there are complications from the surgery that mean your recovery time is longer than anticipated or this triggers other health conditions, then the company absence policy applies from the anticipated date of return to work. A Fit Note will be required to cover the additional time off.

It may be that flexibility is required to attend appointments or take advantage of other surgical cancellations. We acknowledge that this can happen and as long as there are sufficient and timely communications in this regard then amendments should be allowed.



Confidentiality

Any information provided will be held in the strictest of confidence. The reason for absence would only be disclosed where prior consent has been given by the individual.

Precedent

As a consequence of the personal nature of such situations, each situation will be considered based on the individual circumstances and as such, will not result in the setting of precedents for the consideration of subsequent matters either by the same individual or by others.

This policy is authorised by;

A small, square image showing a handwritten signature in black ink on a light-colored background. The signature appears to be 'M A Rana'.

M A Rana
Director