

Appointments Policy

Staff working 37.5 hours a week 5 days a week can take time off work for NHS medical appointments. Please give us as much notice as you are able, and EMAIL a photo of your appointment letter to admin@woodstnursery.co.uk; it will be kept in your personnel file. Please also book this through BrightHR and ensure that you have a reply within 24 hours. If not, please speak to a manager.

Staff working 30 hours a week or less, and staff working less than 5 days a week, should try to arrange their medical appointments outside of working hours. If you are unable to do this, please give us as much notice as you are able, and EMAIL a photo of your appointment letter to admin@woodstnursery.co.uk; it will be kept in your personnel file. Please also book this through BrightHR and ensure that you have a reply within 24 hours. If not, please speak to a manager. Time off for medical appointments are added to your sickness record.

Private dental appointments and private medical appointments must be arranged in your own time.

All other important appointments that cannot be re-arranged can be taken as Time Off In Lieu (TOIL). This means that the time you take off is made up at another time when required by the nursery. Please apply for TOIL through BrightHR.