**Appointments Outside Work**

It is recognised that there will be occasions when you need to attend personal appointments, such as dental or medical comnsultations. Where possible, and with the exception of antenatal appointments all such appointments should be made outside your normal hours of work. There may however be occasions when this is not possible or practical, particularly if emergency attention is required. In such circumstances you will be required to give us as much notice as possible of the appointment, together with details of why such an appointment cannot be made or will not wait until a time outside your normal hours of work. Other than in wholly exceptional circumstances, the time taken to attend such appointments will either not be paid or will be time which will be required to work.

Any decision to attend appointments within working hours without following the above requirements or good reason is likely to result in disciplinary action