



Maternity, Paternity, Shared Parental leave & Adoption Policy & Procedures

Maternity, Paternity, Shared Parental Leave & Adoption Policy & Procedures

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Section 1 – Policy intentions

It is the Policy of the Police and Crime Commissioner and Chief Constable for Gloucestershire to recognise the benefits of members of our workforce enjoying a healthy work-life balance. It is our policy to provide support to those with childcare responsibilities whilst ensuring we are able to deliver effective policing services in Gloucestershire.

This policy is designed to:

- ◆ help individuals understand the kinds of support that the Office of the Police and Crime Commissioner (OPCC) and Constabulary provides;
- ◆ answer questions that arise during pregnancy and following the birth of a child;
- ◆ provides information on adoption, maternity support/paternity and maternity support/paternity adoption leave;
- ◆ explains the information that individuals need to give their line manager/supervisor and when they need to do this;
- ◆ eligible officers and staff on a Career Break, please see the Career Break policy.

For any queries that are not covered within this policy further clarification can be sought from individual's line manager/supervisor or the People Service Centre.

Parental leave and other leave such as time off for dependents, compassionate leave, unpaid leave and information and guidelines on time off for IVF treatment is detailed in the [Leave Policy](#).



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A1 Maternity Leave Entitlements

A1.1 Eligible Officers/Staff

This applies to all pregnant officers & staff. For officers and staff on a Career Break, please see the Career Break Policy.

A1.2 Entitlements to Maternity Leave for Police Officers

All officers are entitled to a maximum of 15 months maternity leave regardless of service

Maternity leave can be taken at any time commencing 6 months before the expected week of childbirth to 12 months after the expected week of childbirth giving a maximum of 15 months in total.

The latest date maternity leave can commence is the expected date of childbirth.



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Leave can be taken in more than one block provided the notification requirements are adhered to. However, the suspension of Maternity Leave may impact upon the Statutory Maternity Pay (SMP) you receive as this is governed by DSS and they are unable to split SMP payment. If the time is taken as a Keeping In Touch Day SMP will still be paid. See relevant [section on KIT days](#).

All student officers can have probationary periods extended for them to complete competencies. Therefore probationary officers taking maternity leave will have the opportunity to meet the required standard for passing the probation period.

A1.3 Entitlements to Maternity Leave for Police Staff

All members of staff are entitled to 52 weeks of maternity leave regardless of service

Maternity leave is made up of 26 weeks ordinary leave (OML) followed immediately by 26 weeks additional leave (AML).

A1.4 Entitlements to Return

26 weeks Ordinary Maternity leave – at the end of which individuals are entitled to return to the same job on the same terms and conditions as before the maternity leave began.

26 weeks Additional Maternity leave – at the end of which individuals have the right to return to the same job or if it is not reasonably practicable for the Constabulary to hold this post open, will return to another post on terms and conditions which are no less favourable.

A1.5 Compulsory Maternity Leave

A minimum of 2 weeks leave after the birth of a child must be taken by OPCC and police staff and police officers.

A2 Maternity Pay Entitlements

A2.1 Statutory Maternity Allowance (SMA)

Individuals will be eligible for SMA if they:

- ◆ Have less than 26 weeks continuous service with us by the 15th week before the week their baby is due

Individuals who do not qualify for Statutory Maternity Pay (SMP) but have been in any paid employment for at least 26 weeks in the 66 weeks up to and including the week before the baby is due may qualify for Statutory Maternity Allowance. This is paid via the jobcentre/DWP upon the completion of a SMP1 form. Shire Hall payroll services will complete the SMP1 form and send it to the individual. They will then need to contact the local job centre to arrange payment.

Statutory Maternity Allowance is made up of:

- ◆ 39 weeks at the statutory weekly payment or 90 percent of the average gross weekly earnings before tax, whichever is the smaller.



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A2.2 Statutory Maternity Pay (SMP)

Individuals will be eligible for SMP if they:

- ◆ have at least 26 weeks continuous employment with us into the 15th week (qualifying week) before the week the baby is due;
- ◆ are still employed at the qualifying week;
- ◆ earn an average of at least £90 a week (before tax);
- ◆ comply with the notification and evidence requirements as set out in Police Regulations (for police officers only).

Higher rate statutory maternity pay (90% of pay) is calculated on the average weekly earnings during weeks 17 to 25 of pregnancy.

Statutory Maternity pay is made up of:

- ◆ 6 weeks at 90% of pay of the average weekly earnings;
- ◆ 33 weeks at the statutory weekly payment (or 90 % of the average gross weekly earnings if this 90 % rate is less than the standard lower statutory weekly rate);
- ◆ maternity leave taken over the 39 weeks is unpaid.

A2.3 Occupational Maternity Pay (OMP) For Police Officers

Individuals will be eligible for OMP if they:

- ◆ have at least 63 weeks service as a police officer before the week the baby is due.

Occupational Maternity Pay is made up of:

- ◆ 18 weeks at full pay;
- ◆ 21 weeks at statutory weekly rate.

OR

- ◆ Officers have the option, with the agreement of their Chief Officer, to spread the final five weeks of maternity pay over 10 weeks at reduced rate (= 13 weeks at full pay + 10 weeks half pay = 23 weeks followed by 16 weeks statutory maternity pay);
- ◆ Maternity leave taken over the 39 weeks is unpaid.

A2.4 Occupational Maternity Pay (OMP) For OPCC and Police Staff

Individuals will be eligible for OMP if they:

- ◆ have at least 52 weeks continuous¹ service at 11 weeks before the week their baby is due.

Occupational Maternity Pay is made up of:

¹ If you were employed by an agency to undertake work for Gloucestershire Constabulary prior to being offered a Constabulary contract, and providing there has been no break in service, your continuous service date commences from the date you started work at the Constabulary.



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- ◆ 6 weeks at 90% of pay of the average weekly earnings;
- ◆ 12 weeks at 50% of normal weekly earnings + the statutory weekly payment providing the combination of these 2 elements does not exceed the normal pay;
- ◆ 21 weeks at the statutory weekly payment;
- ◆ 13 weeks unpaid.

Payment of Occupational maternity pay is subject to the individual returning to work for 3 months following the end of the maternity leave. If however at the end of the maternity leave the individual decides not to return to work and they have taken the Occupational pay they will be required to repay the 12 weeks at half pay. If they indicate before the start of the maternity leave that they do not intend to return to work then they will not be paid enhanced pay. Individuals will however receive 6 weeks at 90% of average weekly earnings followed by 33 weeks SMP.

A2.5 Claiming SMP

Maternity leave and Statutory Maternity Pay will only be authorised if individuals submit a maternity certificate (called a MATB1). The doctor or midwife will provide individuals with this form (usually after week 20 of the pregnancy). The MATB1 form should be sent to People Services Centre in order for payroll to be processed accordingly.

A2.6 Payment of SMP

SMP will be paid into the individual's bank account on normal pay days and will be subject to income tax and national insurance and any additional pension contributions.

A3 Health & Safety While Pregnant

A3.1 Risk Assessments

For health and safety reasons individuals must confirm in writing to their line manager/supervisor that they are pregnant and their line manager/supervisor will complete a mandatory risk assessment. This can be found in the reference Library with the Maternity Paternity Shared Parental leave and Adoption policy.

From this risk assessment in consultation it may be deemed necessary to review the individual's duties.

We want to ensure that individual's health and safety as a pregnant police officer or member of OPCC or police staff are protected while they are working, and that they are not exposed to unnecessary risk. The Health and Safety legislation requires that we (the line manager/supervisor) carry out continuous specific risk assessments of the job in conjunction with the individual to ensure that neither the individual nor the expected baby is placed at risk at work and will discuss what actions to take if any problems are identified. What individuals are able to do at the beginning of the pregnancy will change as the pregnancy develops. On receipt of a certificate from the individuals' doctor such modifications may include replacing night shift duty with daytime working. The doctors' certificate must state the health concerns, and the adverse effect of continuing to work night duty. Where identified, action will be taken by management to remove risks identified by the assessment.



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Any advice from individual's own doctor or Occupational Health (OH) will also be taken in to consideration when reviewing modifications.

The following should also be considered:

- ♦ movement to non-confrontational duties;
- ♦ change in shifts/patterns/duties;
- ♦ change in Uniform/Plain clothes.

A fresh risk assessment should be completed if there are any changes in the individual's working environment. Forms are available on the Force intranet site. If individuals have any further concerns following this assessment and specifically in relation to the pregnancy, they must let their line manager/supervisor and the People Services Centre know immediately.

A4 Applying For Maternity Leave & Pay

A4.1 Notifying Us About A Pregnancy

The stages of maternity notification prior to commencing leave are listed below:

Stage	Description	
1	Individuals must inform their line manager/supervisor of their pregnancy and the week that their baby is due by the 15 th week before the baby is due to claim maternity leave.	
2	Individuals must advise of the pregnancy by email to People Services Centre with all their details, the anticipated date they wish to start their leave and the week that the baby is due.	
3	The People Services Centre will write to individuals with details of the anticipated maternity leave and pay entitlements within 28 days of receiving the application.	
4	Individuals must confirm their maternity leave application at least 28 days before they intend to commence the maternity leave or 28 days before the baby is due. Individuals must complete a Maternity Notification form and send it with the MATB1 to People Services Centre.	
	Maternity Notification Form for Police Officer (Appendix A)	Maternity Notification Form for Police Staff (Appendix B)
5	The People Services Centre will write to individuals to confirm the final maternity leave	

If for any reason individuals would like to change the start of their maternity leave they must, where possible, give at least 28 days notice before their new proposed start date or 28 days before the original start date, whichever is sooner.



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A4.2 When Can Maternity Leave Start?

Police Officers

The earliest date that maternity leave can begin is 6 months before the expected week of childbirth (EWC). Individuals can choose when to start their maternity leave after this date. Individuals can choose when to start their maternity leave after this date giving a minimum of 28 days notice. Maternity leave will start from the day after the officer chooses to stop work. If the maternity leave started 11 weeks or less before the EWC the SMP will also start. The latest date for commencement of maternity leave is the expected date of childbirth.

Police Staff

The earliest date that maternity leave can begin is any time from 11 weeks before the beginning of the EWC. Individuals can choose when to start their maternity leave after this date. Maternity leave and SMP will start from the day after individuals choose to stop work.

The latest date for commencement of maternity leave is the EWC.

A4.3 Sickness Before Starting Maternity Leave

The normal Attendance Management procedure will apply if individuals are ill before the start of their maternity leave. Individuals are entitled to sick pay until the start of the maternity leave.

If individuals are absent for a pregnancy related reason in the 4 weeks before the EWC then they will not be able to return to work before their baby is born. The maternity leave will start automatically on the day after the first day of sick absence.

A4.4 If the Baby Is Born Earlier Than Expected

Should the baby be born before the date individuals choose for their maternity leave to begin, the maternity leave and SMP will start on the day after the baby is born.

A4.5 Planning the Return from Leave

By law we must assume that individuals will take their full entitlement to maternity leave unless they advise us otherwise. When they complete the Maternity Notification Form they need to indicate whether they intend to:

Police Officers

- a) return to work after the period of 13 / 18 / 23² weeks full paid maternity leave;
- b) take the maximum of 12 months leave after the EWC;
- c) return to work on a specified date that is earlier than the full entitlement.

² 13 weeks normal pay (Winsor (Rec. 48): For any period or periods of maternity leave for which the expected date of birth is 1 April 2012 or a later date officers' maternity entitlement is increased from 13 weeks at full pay to 18 weeks at full pay, with officers having the option, with the agreement of their Chief Officer, to spread the final five weeks of maternity pay over 10 weeks at reduced rate (=23 Weeks).



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Individuals can change their intended return to work date at a later stage but must advise their line manager/supervisor and the People Services Centre in writing giving at least 21 days notice.

OPCC and Police Staff

- a) return to work after the period of 39 weeks paid maternity leave;
- b) take the maximum of 52 weeks leave;
- c) return to work on a specified date which is earlier than the full entitlement.

Individuals can change their intended return to work date at a later stage but must advise their line manager/supervisor and the People Services Centre in writing giving at least 8 weeks notice.

A5 Time Off For Antenatal Care

A5.1 Antenatal Care

By law individuals are entitled to reasonable time off with pay for antenatal care. Antenatal care covers appointments with the GP or midwife, hospital appointments for scans and tests and other appointments made on the recommendation of the GP or midwife.

Individuals are also entitled to time off for parent craft classes only if these are not available to them out of working hours.

A5.2 Antenatal Care Appointments

In order to minimise any disruptions individuals should give their line manager/supervisor as much notice as possible of the date, time and place of the appointments. When making appointments consideration to the job responsibilities must be given and where possible arrange them for the beginning or end of a day.

Expectant fathers and partners of pregnant women are entitled to attend up to two antenatal appointments each with their partner. This time off is not paid. Request should be made to the line manager/supervisor giving as much notice as possible of the date, time and place of the appointments. When making appointments consideration to the job responsibilities must be given and where possible arrange them for the beginning or end of a day.

A5.3 Providing Proof for Antenatal Care

Evidence of appointments may be requested by the line manager/supervisor before approving the time off. Appointments may not be granted where reasonable notice of the appointment has not been given unless it is an emergency appointment and or exigencies of duty prevent individual attending the appointment.

A5.4 Maternity Uniform

If it is a requirement to wear a uniform, the supplies department can provide uniforms of variable sizes while individuals are pregnant. However, plain clothes may need to be worn at later stages of pregnancy. All your requirements should be discussed with the line manager/supervisor.



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A6 Contact During Maternity Leave

A6.1 Reasonable Contact

When on maternity leave it is important that individuals and line managers/supervisors keep in touch and that individuals are aware of any changes within the OPCC and the Constabulary that may affect them. Individuals and line managers/supervisors will need to agree on how this will be done. A monthly telephone conversation or copies of minutes of team meetings may be appropriate. Individuals have a general duty to inform their line manager/supervisor in writing of any significant changes in their personal circumstances such as change of address, deterioration of medical conditions or criminal proceedings being taken against them.

A6.2 Keeping in Touch Days (KIT Days)

Legislation allows OPCC and Police Staff to carry out 10 days work (also known as keeping in touch days) during the maternity leave period without losing their rights to SMP. As Police Regulations allow for split periods of maternity leave for police officers, the Force has adopted a comparable policy.

We may allow individuals to opt to work during the maternity leave period without bringing the leave to an end or losing pay.

Individuals may work up to 10 KIT days during the maternity leave period. The 10 days will form part of the maternity leave - they will not extend it - and they are not permitted in the first 2 weeks after the baby is born. Any work carried out on a KIT day constitutes a day's work which will then be subtracted from the 10 day allowance, however individuals will be paid for the actual number of hours worked that day. The amount of weekly pay for a week in which a KIT day is worked will not be lower than the weekly rate of SMP to which individuals are entitled to.

Payment for hours worked are as follows:

Individuals will be paid SMP and the normal hourly rate of pay until the 2 combined equal the normal days pay. In no circumstances will an individual receive more than her normal daily rate of pay.

Therefore if a KIT day is taken but the individual only works 4 hours, they will receive SMP plus the 4 hours worked providing the 2 combined do not equal more than the normal daily rate of pay.

Arrangements for KIT days must be made by formal agreement between the individual and the line manager/supervisor. Line managers/supervisors must complete the KIT days Claim Form ([Appendix C](#)) in order for payment to be made.

Payment for approved KIT days will be at the individual's normal hourly pay scale rate. Where a KIT day involves an officer working between the hours of 8pm and 6am the entitlement will include the 10% allowance. KIT days can be for any duration (i.e. in hours, part days or full days) but must not exceed 8 hours.



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If, as a result of attending a KIT day, the individual incurs additional childcare or associated expenses, these will not be paid by us.

There is no legal right or obligation for the individual to work the 10 days – we cannot insist an individual comes into work (unless there is a requirement for your attendance at court but this is covered separately), but neither can an individual insist that she be allowed to work during the period of maternity leave.

If the individual's post has a requirement for retraining to keep accreditation the line manager/supervisor will need to discuss with the individual the return to work plan which may include KIT days in order to maintain this.

A6.3 Attendance at Court

If individuals are required to attend court whilst on maternity leave they must attend unless a Doctor certifies that they are unfit. The line manager/supervisor must also undertake a risk assessment. Attendance at court as a police witness is classed as duty. Individuals will receive the daily rate of pay for each day on duty. The maternity period will not be extended.

A7 Support Available

A7.1 Applying For Other Posts Whilst On Maternity Leave

Individuals can apply for, and if eligible and successful, accept another post with the OPCC or Constabulary whilst absent on maternity leave. The line manager/supervisor will send on request copies of the Force Bulletin, any relevant publications or details of the vacancies when they are on maternity leave. Any information sent should be password protected and deleted when read.

A7.2 Medical Complications

If the baby is born prematurely whereby the maternity leave is substantially over before the baby is out of hospital or the baby is born with ongoing complications, if the mother does not feel able to return to work at the end of the normal maternity leave, we will treat such cases sympathetically. Support and advice can be sought by the line manager/supervisor and the People Services Centre. There are other types of leave available that can be considered in these circumstances. See the [Leave Policy](#).

A7.3 Death Of A Baby and Stillbirth

In the unfortunate event that a baby dies or is stillborn after 24 weeks pregnancy, the provisions within the maternity scheme such as maternity pay and leave will apply. When this occurs before 24 weeks (miscarriage), sympathetic consideration will be given to any request for special leave. The line manager/supervisor should discuss such matters with the People Services Centre.

As individuals deal with grief in different ways advice and support will be available from OH and or Unison or Federation. Referrals to OH can be dealt with as per the Attendance Management Policy.



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All police officers and staff are able to contact the Employee Assistance Provider, Counselling in Companies on 0800 0851376, or visit www.well-online.co.uk

Login: gclogin

Password: wellbeing

A7.4 Postnatal Depression

If individuals are suffering from postnatal depression following the birth of their baby support will be available from OH and or Unison or Federation. Referrals to OH can be dealt with as per the [Attendance Management Policy](#). All police officers and staff are able to contact Counselling in Companies as detailed in section A7.3.

A8 During Maternity Leave

A8.1 Terms and Conditions During Maternity Leave

All the terms and conditions of employment, except for remuneration will be preserved for the full period of maternity leave. This includes policies and procedures such as Disciplinary for Police Staff, Misconduct for Police Officers and the Business Interest policy for all. This list is not exhaustive.

Individuals will be entitled to the same contractual benefits during both Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML). These entitlements are inclusive of non cash benefits.

Non cash benefits include:

- ◆ Mobile phones
- ◆ Living accommodation
- ◆ Contractual annual leave
- ◆ Gym membership

This list is not exhaustive.

A8.2 Childcare Vouchers

With effect from 1 April 2017 individuals will no longer be entitled to claim for childcare voucher throughout the period of their maternity leave.

Existing entitlement to childcare vouchers will cease from the date of commencement of maternity leave and the individual will have an opportunity to reapply on their return to work following maternity leave.

A8.3 Return to Work

Following OML individuals have the right to return to work, to the same job on the same terms and conditions. (e.g. salary, hours and the seniority of the job) as if they hadn't been away.



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Following AML individuals are entitled to the same job unless they cannot be given the exact job back for organisational reasons such as restructure. An individual is then entitled to a suitable job at the same level with terms and conditions at least as good as their previous job. They should confirm their date of return to the People Services Centre.

A8.4 Individual's Role

The line manager/supervisor may make arrangements for the individual's role to be covered while they are on maternity leave either through a temporary posting or by colleagues.

A8.5 Pension Contributions

If individuals have elected to participate in the Police Pension Scheme/Local Government Pension Scheme, they must continue to pay contributions on the actual pay, if any, they are receiving during the paid maternity leave. Benefits will continue to accrue as if individuals are working on your normal rate of pay.

Should individuals wish they may choose to pay contributions to the pension scheme for any period of unpaid maternity leave so the period of absence will count in full for pension purposes. The contributions for police officers will be calculated on the rate of pay (or reduced pay) that they were receiving immediately before they commenced the period of unpaid maternity leave. For OPCC and police staff this is based on the average pensionable pay for the period before any reduced pay commenced.

Should they wish to pay contributions for the period of unpaid maternity leave, they must apply in writing to Pensions within 3 months of returning to work for police officers and 30 days for OPCC and police staff.

For full details, including information regarding additional contributions, please refer to the Police Pensions guide or 'Guide to the Local Government Pensions Scheme'

A8.6 Housing/Rent Allowance – Police Officers

Officers in receipt of housing or transitional rent allowance will continue to receive this allowance during the first 13 weeks of full pay. After this period of maternity leave if their partner or husband is a serving officer also in receipt of the allowance they are entitled to have their allowance increased whilst the individual remains on maternity leave.

An officer who is entitled to free accommodation may continue to reside rent free throughout Maternity leave. If they do not return, e.g. they resign from the Force or take a career break they will be required to vacate the premises.

If individuals are officers who reside in police property but are not entitled to housing/rent allowance, they will continue to pay rent as before during the whole of the maternity leave, whether paid or unpaid.



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A8.7 Sports & Social

If individuals are members of the sports & social club they will need to maintain their monthly contributions to continue membership during the leave.

A8.8 Annual Leave Entitlement

All maternity leave whether paid or unpaid is regarded as service for the purpose of calculating annual leave.

Annual leave can be taken at either the beginning or the end of maternity leave. Annual leave cannot be taken during maternity leave.

If the maternity leave goes over 2 annual leave periods individuals should take pro rata annual leave before they commence maternity leave, with the maternity leave starting no later than the expected date of childbirth.

A8.9 Accruing Annual Leave During Your Maternity Leave

Police officers will accrue annual leave throughout maternity leave. Bank Holidays will be accrued during the paid part of maternity leave only.

OPCC and police staff will accrue annual leave and bank holiday entitlement up to the full 52 weeks of leave.

Any accrued annual leave must be taken before individual's return to work following maternity leave.

Accrued annual leave can be used to aid the return to work. Individuals returning on part time hours can work their part time hours and then take the remaining hours as leave in order to receive full pay until the accrued leave has been used. Individuals returning on a full time hours can take 50% of their time as leave and work the remaining hours until the accrued leave has been used. For example if they are returning to work part time 3 days per week they are able to work these hours but receive full pay until the leave is used. If they are returning to work full time they are able to work 2.5 days of the week and take the accrued annual leave for 2.5 days of the week until the leave is used.

Individuals may apply to carry 5 days annual leave forward into the next leave year if it has not been possible for them to take the leave during the leave year. Failure to arrange to take leave prior to the end of the leave year and not making the above arrangement may lead to individuals losing the remaining leave entitlement.

A8.10 Not Returning To Work

If individuals decide not to return to work, their annual leave will be calculated based on holiday accrued during the leave up to the date of leaving. They will be paid for any holiday in a final payment via their bank or building society account however if they have taken in excess of their entitlement they will be required to reimburse the cost of any leave taken.



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A9 Returning From Maternity Leave

A9.1 Posting

On return from leave OPCC and police staff will be employed on the same terms and conditions that applied before the departure. The work will be identical or as similar as possible to the work undertaken previously. Police officers should where possible return to their previous posting. Where this is not possible the line manager/supervisor and the People Services Centre will discuss alternatives before their return.

Once individuals have returned from leave the line manager/supervisor must ensure any mandatory training is booked and carried out. They must also oversee reintroduction into the workplace and assign a buddy and set up an e-PDR.

A9.2 Exceptions

Individuals may not return to the same post if:

- a) changes have been made that affect the OPCC and Constabulary as a whole or the department in which they were posted to;
- b) they wish to return in a different capacity (e.g. on reduced hours) from that in which they were working when you commenced your maternity leave.

A9.3 Requesting a Change To Hours Of Work

If individuals wish to return from leave in a different capacity (e.g. reduced hours) they will need to make an Alternative Working request to their line manager/supervisor. Details of the process can be obtained from the [Working Hours Policy](#) of the Policies and Procedures section of the Force Intranet.

A9.4 Contacting The Manager About A Change

Individuals must contact their line manager/supervisor in writing at least 8 weeks prior to the return to work if they want to request a change to their working arrangement. This will ensure that their request can be given proper consideration. If they initiate the request by telephone it must still be confirmed in writing on an Alternative Working Hours Request Form contained in the Working Hours Policy.

A9.5 Consideration Of The Request

The approval of any change to individuals working arrangements remains within the sole discretion of the OPCC or Constabulary and will be consistent with business needs.

Individuals are entitled to request an alternative working pattern and for the request to be given serious consideration consistent with business needs. Individuals do not have an automatic right to work flexibly.



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Individuals will need to consider the practical implications of their request and will be required to come into work to discuss the details of the request. It may be that the request will need to be modified before it can be approved.

A9.6 Notification Of Decision

Individuals will be notified in writing as to whether their request has been accepted or whether an alternative arrangement can be agreed.

A9.7 If The Request Is Accepted

If the request is accepted or an alternative option is agreed, the People Services Centre will inform payroll of the changes and the individuals pay will be amended accordingly.

For OPCC and police staff, the People Services Centre will confirm in writing the new terms and conditions that are being offered and individuals will be asked to sign contractual documentation to reflect these new terms and conditions before they return to work.

A9.8 If Your Request Is Not Accepted

If the request is not accepted and no alternative option is available we will notify the individual of this in writing and explain why it cannot be accommodated. The original position will still be available to the individual.

A9.9 Breastfeeding

Individuals wishing to continue breastfeeding after their return to work should inform their manager prior to their return, in order for adequate provisions to be made for a private facility and appropriate storage for expressed milk. **This will then be included in the risk assessment and any necessary arrangements can be put into place. If you do wish to continue to breastfeed after you return to work, you will be provided, on request, with private facilities and appropriate storage facilities for expressed milk.** (Please see [Quiet Space Policy](#)).

Please see the Risk Assessment Form for Pregnant and Nursing Mothers on the Force Intranet.

A10 If an Individual Chooses Not To Return From Maternity Leave

A10.1 Notification of The Intention Not To Return

If individuals decide not to return to the OPCC or Constabulary following a period of maternity leave, they must notify their line manager/supervisor and People Services Centre in writing at least 28 days or one month for police staff before the date on which they were expected to return.

A10.2 Entitlement to Statutory Maternity Pay

Entitlement to SMP will not be affected and these payments will not be reclaimed if the individual does not return to work

A10.3 Entitlement to Occupational Maternity Pay



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For OPCC or Police Staff, if an individual received Occupational Maternity pay and they decide not to return to work for 3 months following maternity leave they will be required to repay the 12 weeks at half pay.



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B1 Adoption Leave Entitlements

B1.1 Eligible Officers/Staff

All officers and staff who are newly matched with a child to be placed for adoption under UK law by an approved adoption agency. ('Matched' means that the adoption agency has given the details of the child they think is suitable for the individuals to adopt).

Eligible officers and staff on a Career Break, please see the Career Break policy.

Adoption leave and pay is not available where the child has not been newly matched for adoption, for example where a step parent is adopting a partner's child.

If an individual or their partner adopts a child or baby jointly, then by law only one of them will be eligible for statutory adoption pay (SAP) and leave or Adoption leave under police regulations. Individuals can choose who takes, if eligible, the adoption leave and pay. If the individual's partner takes SAP then the police officer or member of OPCC or police staff may instead be entitled to paternity adoption leave and pay.

B1.2 Entitlements To Statutory Adoption Leave

Officers and staff who have worked continuously for at least 26 weeks before the beginning of the week when they are matched with a child are entitled to Adoption leave.

Adoption leave is made up of 26 weeks ordinary adoption leave (OAL) followed immediately by 26 weeks additional adoption leave (AAL).

26 weeks Ordinary Adoption leave – at the end of which individuals are entitled to return to the same job on the same terms and conditions as before the adoption leave began.

26 weeks Additional Adoption leave – at the end of which individuals have the right to return to the same job or if it is not reasonably practicable for us to hold this post open, they will return to another post on terms and conditions which are no less favourable.



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B1.3 Standard Adoption Leave for Police Officers

All officers are entitled to one week's Standard Adoption Leave at their normal rate of pay, without any qualifying period of service.

B1.4 Foster Parents Who Adopt A Child

A foster parent can take Statutory Adoption Leave but only if:

- ◆ the child that is being fostered is then matched with them for adoption by a UK adoption agency. Adoption via a court order does not count;
- ◆ the child is then actually placed with them for adoption.

The adoption leave only relates to the actual placement for adoption and any period of foster caring does not count.

B1.5 Multiple Adoptions

If more than one child is being adopted at the same time then individuals can only take one period of adoption leave and pay.

B1.6 Age of Adopted child

Individuals can only take adoption leave and pay while the adopted child is under the age of 18. In a situation where the adopted child becomes 18 during the period of adoption leave, the leave will automatically cease at the end of the week in which the child becomes 18.

B1.7 If The Adoption Placement Ceases

If the child's placement ends during the adoption leave, individuals can continue their adoption leave for up to 8 weeks after the end of the placement or until the scheduled end of adoption leave, whichever is sooner.

B2 Adoption Pay Entitlements

B2.1 Standard Adoption Pay for Police Officers

All officers are entitled to 1 weeks leave at normal rate of pay

B2.2 Statutory Adoption Pay (SAP) entitlement

Individuals will be eligible for SAP if they:

- ◆ are newly matched with a child for adoption by an approved adoption agency;
- ◆ have at least 26 weeks continuous service with us up to and including the week in which they are notified of being matched with a child for adoption;
- ◆ earn more than the lower earnings limit for National Insurance contributions (currently £90 a week).



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This is inclusive of Standard Adoption Leave for police officers.

B2.3 Rate of SAP

SAP is set at the standard rate of Statutory Maternity Pay and is paid for the first 39 weeks of adoption leave.

B2.4 Occupational Adoption Pay for Police Officers

All police officers who have at least one year continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to:

Occupational Adoption Pay made up of:

- ◆ 18 weeks at full pay;
- ◆ 21 weeks at statutory weekly rate;

OR

- ◆ officers have the option, with the agreement of their Chief Officer, to spread the final five weeks of adoption pay over 10 weeks at reduced rate (= 13 weeks at full pay + 10 weeks half pay = 23 weeks followed by 16 weeks statutory adoption pay);
- ◆ adoption leave taken over the 39 weeks is unpaid.

Payment of Occupational Adoption Pay is subject to the individual returning to work for at least one month. An officer who fails to do so may be required to reimburse the Police & Crime Commissioner the Occupational Adoption Pay in excess of Statutory Adoption pay and net of all statutory deductions and pension contributions.

B2.5 Occupational Adoption Pay for OPCC and Police Staff

All staff who have at least one year continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to 50% of pay for the first 12 weeks of adoption leave and then up to 27 weeks at SAP followed by 13 weeks unpaid.

Payment of Occupational adoption pay is subject to individuals returning to work for 3 months following the end of the adoption leave. If they indicate before the start of the adoption leave that they do not intend to return to work then they will not be paid enhanced pay. They will however receive 39 weeks at SMP.

B2.6 Claiming for SAP

Individuals must provide documentary proof which is a matching certificate from the adoption agency to show that they have the right to paid adoption leave.



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B2.7 Payment of SAP

SAP will be paid into the individual's bank/building society account on normal pay days and will be subject to the usual deductions for income tax and National insurance and any pension contributions.

B3 Applying For Adoption Leave and Pay

B3.1 Notifying us about adoption

The stages of adoption notification prior to commencing leave are listed below:

Stage	Description		
1	Individuals must inform their line manager/supervisor of the match for adoption, the date that the child is expected to be placed with them and when they want their adoption leave to start within 7 days of being notified by the adoption agency		
2	Advise by email to the People Services Centre of the anticipated adoption leave.		
3	People Services Centre will write to the individual with details of their anticipated adoption leave and pay entitlements within 28 days of receiving the application.		
4	Individuals must confirm their adoption leave application giving at least 28 days notice of any change to the date originally provided. They must complete an Adoption Notification form and send it with their Adoption matching certificate to the People Services Centre		
	<table><tr><td>Adoption Notification Form – Police Officer (Appendix D)</td><td>Adoption Notification Form – OPCC and Police Staff(Appendix E)</td></tr></table>	Adoption Notification Form – Police Officer (Appendix D)	Adoption Notification Form – OPCC and Police Staff(Appendix E)
Adoption Notification Form – Police Officer (Appendix D)	Adoption Notification Form – OPCC and Police Staff(Appendix E)		
5	The People Services Centre will write to individuals to confirm their adoption leave.		

B3.2 When Can Adoption Leave Start?

Individuals can choose to start their adoption leave from:

- a) the date of the child's placement;
- b) a fixed date that can be up to 14 days before the expected date of placement;
- c) leave can start on any day of the week.

B3.3 Planning The Return From Leave

By law we must assume that individuals will take their full entitlement to adoption leave unless they advise us otherwise. When they complete the Adoption Notification Form they need to indicate whether they intend to:

- a) Return to work after the period of 39 weeks paid adoption leave
- b) Take the maximum of 52 weeks leave
- c) Return to work on a specified date which is earlier than the full entitlement



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Individuals can change their intended return to work date at a later stage but must advise their line manager/supervisor and the People Services Centre in writing giving at least 28 days notice for police officers and 8 weeks notice for police staff.

B4 Contact During Adoption Leave

B4.1 Reasonable Contact

When on adoption leave it is important that individuals keep in touch and are aware of any changes within the OPCC and Constabulary that may affect them. Individuals and line managers/supervisors will need to agree how they will do this. A monthly telephone conversation or copies of minutes of team meetings may be appropriate. Individuals have a general duty to inform their line manager/supervisor in writing of any significant change in their personal circumstances such as change of address, deterioration of medical conditions or criminal proceedings being taken against them.

B4.2 Keeping in Touch Days (KIT Days)

Legislation allows OPCC and police staff to carry out 10 days work (also known as keeping in touch days) during the adoption leave period without losing their rights to SAP. As Police Regulations allow for split periods of adoption leave for police officers the Force has adopted a comparable policy.

We may allow individuals to opt to work during the adoption leave period without bringing the leave to an end or losing pay.

Individuals may work up to 10 KIT days during the maternity leave period. The 10 days will form part of the adoption leave - they will not extend it - and they are not permitted in the first 2 weeks after the child is matched. Any work carried out on a KIT day constitutes a day's work which will then be subtracted from the 10 day allowance, however individuals will be paid for the actual number of hours worked that day. The amount of weekly pay for a week in which a KIT day is worked will not be lower than the weekly rate of SAP to which individuals are entitled to.

Payment for hours worked are as follows:

Individuals will be paid SAP and the normal hourly rate of pay until the 2 combined equal the normal days pay. In no circumstances will an individual receive more than the normal daily rate of pay.

Therefore if a KIT day is taken but the individual only works 4 hours, they will receive SAP plus the 4 hours worked providing the 2 combined do not equal more than the normal daily rate of pay.

Arrangements for KIT days must be made by formal agreement between the individual and the line manager/supervisor. Line managers/supervisors must inform the People Services Centre in order for payment to be made.

Payment for approved KIT days will be at the individual's normal hourly pay scale rate. KIT days can be for any duration (i.e. in hours, part days or full days) but must not exceed 8 hours. If, as a



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result of attending a KIT day, the individual incurs additional childcare or associated expenses, these will not be paid by us.

There is no legal right or obligation for the individual to work the 10 days – we cannot insist an individual comes into work (unless there is a requirement for your attendance at court but this is covered separately), but neither can an individual insist that she be allowed into work.

If the individual's post has a requirement for retraining to keep accreditation the line manager/supervisor will need to discuss with them the return to work plan which may include KIT days in order to maintain this.

B4.3 Attendance at Court

If individuals are required to attend court whilst on adoption leave individuals must attend unless a Doctor certifies that they are unfit. Attendance at court as a police witness is classed as duty. Individuals will receive the daily rate of pay for each day on duty. The adoption period will not be extended.

B5 Support Available

B5.1 Applying for other posts whilst on adoption leave

Individuals can apply for, and if eligible and successful, accept another post whilst absent on adoption leave. The line manager/supervisor will send on request copies of the Force bulletin, any relevant publications or details of the vacancies when they are on adoption leave. Any information sent should be password protected and deleted when read.

B6 During Adoption Leave

B6.1 Terms and Conditions During Adoption Leave

All the terms and conditions of employment, except for the remuneration will be preserved for the full period of adoption leave. This includes policies and procedures such as Disciplinary for Police Staff, Misconduct for Police Officers and the Business Interest policy for all. This list is not exhaustive.

Individuals will be entitled to the same contractual benefits during both Ordinary Adoption Leave (OAL) and Additional Adoption Leave (AAL). These entitlements are inclusive of non cash benefits.

Non cash benefits include:

- ◆ Mobile phones
- ◆ Living accommodation
- ◆ Contractual annual leave
- ◆ Gym membership

This list is not exhaustive.



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B6.2 Childcare Vouchers

With effect from 1 April 2017 individuals will no longer be entitled to claim for childcare voucher throughout the period of their adoption leave.

Existing entitlement to childcare vouchers will cease from the date of commencement of adoption leave and the individual will have an opportunity to reapply on their return to work following adoption leave.

B6.3 Individual's Role

The line manager/supervisor may make arrangements for the individual's role to be covered while they are on adoption leave either through a temporary posting or by colleagues.

Following OAL individuals have the right to return to work, to the same job on the same terms and conditions. (e.g. salary, hours and the seniority of the job) as if they hadn't been away.

Following AAL individuals are entitled to the same job unless we cannot give them the exact job back for organisational reasons such as restructure. Individuals are then entitled to a suitable job at the same level with terms and conditions at least as good as the previous job.

B6.4 Pension Contributions

If individuals have elected to participate in the Police Pension Scheme/Local Government Pension Scheme, they must continue to pay contributions on the actual pay, if any, they are receiving during the paid adoption leave. Benefits will continue to accrue as if the individuals are working on the normal rate of pay.

Should individuals wish they may choose to pay contributions to the pension scheme for any period of unpaid adoption leave so the period of absence will count in full for pension purposes. The contributions for police officers will be calculated on the rate of pay (or reduced pay) that they were receiving immediately before they commenced the period of unpaid adoption leave. For OPCC and police staff this is based on the average pensionable pay for the period before any reduced pay commenced.

Should they wish to pay contributions for the period of unpaid adoption leave, they must apply in writing to Pensions within 3 months of returning to work for police officers or 30 days for OPCC and police staff.

For full details, including information regarding additional contributions, please refer to the Police Pensions guide or 'Guide to the Local Government Pensions Scheme'

B6.5 Housing/Rent Allowance for Police Officers

If officers are in receipt of housing or transitional rent allowance they will continue to receive this allowance whilst on paid adoption leave. If they take unpaid adoption leave and their partner or husband is a serving officer also in receipt of the allowance they are entitled to have their allowance increased whilst they remain on unpaid adoption leave.



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An officer who is entitled to free accommodation may continue to reside rent free throughout adoption leave. If they do not return, e.g. they resign from the Force or take a career break they will be required to vacate the premises.

If an officer resides in police property but are not entitled to housing/rent allowance, they will continue to pay rent as before during the whole of the adoption leave, whether paid or unpaid.

B6.6 Sports & Social

If individuals are members of the sports & social club they will need to maintain their monthly contributions to continue membership during leave.

B6.7 Annual Leave Entitlement

All adoption leave whether paid or unpaid is regarded as service for the purpose of calculating annual leave.

Annual leave can be taken at either the beginning or the end of adoption leave. Annual leave cannot be taken during Adoption leave.

If the adoption leave goes over 2 annual leave periods individuals should take pro rata annual leave before they commence adoption leave, with the adoption leave starting no later than the date of the child's placement.

B6.8 Accruing Annual Leave During Your Adoption Leave

Police officers will accrue annual leave throughout adoption leave. Bank Holidays will be accrued during the paid part of adoption leave only.

OPCC and police staff will accrue annual leave and bank holiday entitlement up to the full 52 weeks of leave.

Any accrued annual leave must be taken before individual's return to work following adoption leave. Individuals may apply to carry 5 days annual leave forward into the next leave year if it has not been possible for them to take them during the leave year. Failure to arrange to take leave prior to the end of the leave year and not making the above arrangement may lead to individuals losing the remaining leave entitlement.

B6.9 Not Returning To Work

If individuals decide not to return to work, annual leave will be calculated based on holiday accrued during the leave up to the date of leaving employment. Individuals will be paid for any holiday in a final payment via their bank or building society account however if they have taken in excess of their entitlement they will be required to reimburse the cost of any leave taken.



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B7 Returning From Adoption Leave

B7.1 Posting

On return from leave, OPCC and police staff will be employed on the same terms and conditions that applied before the departure. The work will be identical or as similar as possible to the work undertaken previously. Police officers should where possible return to your previous posting. Where this is not possible the line manager/supervisor and the People Services Centre will discuss alternatives with individual before their return.

Once individuals have returned from leave the line manager/supervisor must ensure any mandatory training is booked and carried out. They must also oversee reintroduction into the workplace and assign a buddy and set up an e-PDR.

B7.2 Exceptions

Individuals may not return to the same post if:

- a) changes have been made that affect the OPCC or Constabulary as a whole or the department in which they are posted to;
- b) they wish to return in a different capacity (e.g. on reduced hours) from that in which they were working when they commenced their adoption leave.

B7.3 Requesting A Change To The Hours Of Work

If individuals wish to return from leave in a different capacity (e.g. reduced hours) they will need to make an Alternative Working request to their line manager/supervisor. Details of the process can be obtained from the Working Hours Policy of the Policies and Procedures section of the Force Intranet.

B7.4 Contacting The Line Manager/Supervisor About A Change

Individuals must contact their line manager/supervisor at least 8 weeks prior to their return to work if they want to request a change to their terms and conditions. This will ensure that their request can be given proper consideration. If they initiate the request by telephone it must still be confirmed in writing on an Alternative Working Hours Request Form contained in the Working Hours Policy.

B7.5 Consideration Of The Request

The approval of any change to their working arrangement remains the sole discretion of the OPCC or Constabulary and will be consistent with business needs.

Individuals are entitled to request an alternative working pattern and for the request to be given serious consideration consistent with business needs. Individuals do not have an automatic right to work flexibly.

Individuals will need to consider the practical implications of their request and will be required to come into work to discuss the details of their request. It may be that their request will need to be modified before it can be approved.



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B7.6 Notification Of Decision

Individuals will be notified in writing as to whether their request has been accepted or whether an alternative arrangement can be agreed.

B7.7 If The Request Is Accepted

If the request is accepted or an alternative option is agreed, the People Services Centre will inform payroll of the changes and the pay will be amended accordingly.

For OPCC and police staff the People Services Centre will confirm in writing the new terms and conditions that are being offered and will be asked to sign contractual documentation to reflect these new terms and conditions before returning to work.

B7.8 If The Request Is Not Accepted

If the request is not accepted and no alternative option is available we will notify individuals of this in writing and explain why their wishes cannot be accommodated. Their original position will still be available to them.

B8 If An Individual Chooses Not To Return From Adoption Leave

B8.1 Notification Of Intention Not To Return

If individuals decide not to return, they must notify their line manager/supervisor and the People Services Centre in writing at least 28 days before their intended return date.

B8.2 Entitlement to Statutory Adoption Pay

Individuals entitlement to SAP will not be affected and these payments will not be reclaimed if they do not return to work.

B8.3 Entitlement to Occupational Adoption Pay

Police officers who received Occupational Adoption pay who decide not to return to work for 1 month following adoption leave may be required to repay the 13 weeks at full pay minus the Statutory Adoption Pay. OPCC and police staff who received Occupational Adoption pay who decides not to return to work for 3 months following adoption leave may be required to repay the 12 weeks at half pay minus the Statutory Adoption pay.

B9 Surrogacy

Those who are in a surrogacy arrangement are entitled to take Statutory Adoption Leave if they meet the qualifying requirements detailed in B1 above, and intend to apply for a Parental Order under the Human Embryology and Fertilisation Act 2008.

A member of a couple having a child via a surrogacy arrangement may also be entitled to take adoption leave and receive statutory adoption pay.



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Both intended parents will also be entitled to unpaid time off to attend two antenatal appointments with the surrogate mother carrying their child.



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C Paternity Leave (Maternity Support Leave)

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C1 Paternity Leave and Pay Entitlements

C1.1 Eligibility For Paternity Leave

Paternity leave is available to officers and staff who want to take time off work to support in the birth and early care of the child. For officers and staff on a Career Break, please see the Career Break policy.

To qualify individuals must be able to declare that they are:

- ◆ the child's biological father or;
- ◆ married to the mother or in a civil partnership with the mother or;
- ◆ living with the mother in a family relationship (but are not one of the mothers immediate relatives);
- ◆ they will have responsibility for the child's upbringing;
- ◆ they will use the paternity leave to support the mother or care for the child.

All Individuals are entitled to 2 working weeks (10 days at 40 or 37 hours) paternity leave.

C1.2 Multiple Births

If more than one child is born as the result of the same pregnancy then individuals can only take one period of paternity leave and pay.



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C1.3 Paternity Pay Rates

All individuals are entitled to 1 week (5 days at 40/37hours) at full pay.

Individuals who have completed 26 weeks service by the end of the 15th week before the baby is due are also entitled to:

- ◆ 1 week at Statutory Paternity Pay (SPP)

If individuals do not have the relevant service to qualify for SPP they are able to take 2 weeks leave, 1 week at full pay and 1 week unpaid.

Paternity Leave will not be available if the employee has already taken shared parental leave in respect of the child.

C1.4 How Much Paternity Leave Can Be Taken?

Individuals can take either 1 or 2 working weeks (5 or 10 days) continuous leave. The leave is to provide support at or around the time of birth. The leave should be taken within the first 2 months of the baby being born.

C1.5 If The Baby Is Born Earlier Than Expected

Should the baby be born before the date individuals choose for paternity leave to begin, they will be able to take paternity leave from any time between the actual date of birth and should be taken within the first 2 months of the baby being born. If the baby is not yet at home within this time period individual circumstances will be considered for the leave to be taken at a later date.

C1.6 Death Of A Baby and Stillbirth

In the unfortunate event that a baby dies or is stillborn after 24 weeks pregnancy, the provisions within the paternity leave scheme such as pay and leave will apply. When this occurs before 24 weeks (miscarriage), sympathetic consideration will be given to any request for special leave. The line manager/supervisor should discuss such matters with the People Services Centre.

C1.7 Return to Work

Individuals will be able to go back to the same job, and will not be treated unfairly for taking or asking for paternity leave.

C1.8 Payment of Paternity Pay

Paternity pay, inclusive of any SPP, will be paid into the bank/building society account on normal pay-day and will be subject to the usual deductions for income tax and National Insurance and any pension contributions.



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C1.9 Illness Prior To Paternity Leave

If individuals are off sick when paternity leave is due to begin, their paternity leave will be delayed until they are well. This will be subject to them satisfying the normal rules for notifying and certifying sickness absence.

Note – individuals must take paternity leave on or around the time of the birth. If sickness absence means that the leave cannot be completed within this period, then any paternity leave that has not been taken will be lost.

C1.10 Time off for Antenatal Care

An employee or agency worker who has a “qualifying relationship”, as described in C1.1, with a pregnant woman or her expected child is entitled to take time off during their working hours to accompany the woman to antenatal appointments. There is no qualifying period of employment for this right however an agency worker must have completed a 12 week qualifying period in order to be entitled to this right.

The amount of time off is limited to no more than two occasions lasting no more than 6 ½ hours each and the time off is unpaid.

C1.11 Applying for paternity leave and Pay Entitlement

Stage	Description
1	Individuals must make a request for paternity leave to their line manager/supervisor stating the date that the baby is expected to be born (EWC), when they want their leave to start and how much leave they require at least 15 weeks before the week the baby is due.
2	Advise by email to the People Services Centre of the anticipated paternity leave by completing a paternity leave notification form.
	Appendix F Paternity Notification Form
3	Individuals must confirm their paternity leave application at least 28 days before the beginning of the week when the baby is due by emailing the People Services Centre.
4	The line manager/supervisor will inform the People Services Centre of the date that the paternity leave actually starts.



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D Paternity Adoption Leave and Pay Entitlement

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D1 Paternity Adoption Leave And Pay Entitlement

D1.1 Paternity Adoption Leave And Pay

Paternity Adoption leave is available to Individuals who want to take time off work to support with the care of a newly adopted child when the child actually starts living with their new family. For officers and staff on a Career Break, please see the Career Break policy.

To qualify individuals must be able to declare that they are:

- ♦ adopting jointly as part of a couple, but their partner is claiming statutory adoption leave/pay or their partner is adopting a child;
- ♦ they will have the responsibility for the child's upbringing;
- ♦ they will use the leave to support the adopter or care for the child.

Paternity adoption leave and pay is not available where the child has not been newly matched for adoption, for example where a step-parent is adopting a partner's children.

All Individuals are entitled to 2 working weeks (10 days at 40 or 37 hours) paternity adoption leave.

Paternity adoption leave will not be available if the employee has already taken shared parental leave in respect of the child.



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D1.2 Foster Parents Who Adopt A Child

A foster parent can take Statutory Paternity Adoption Leave but only if:

- ◆ the child that is being fostered is then matched with them for adoption by a UK adoption agency. Adoption via a court order does not count;
- ◆ the child is then actually placed with them for adoption.

The adoption leave only relates to the actual placement for adoption and any period of foster caring does not count.

D1.3 Multiple Adoptions

If more than one child is being adopted then individuals can only take one period of paternity adoption leave and pay

D1.4 Age Of The Adopted Child

Paternity adoption leave and pay only applies while the adopted child is under the age of 18.

D1.5 Paternity Adoption Pay Rates

All individuals are entitled to 1 week (5 days at 40/37hours) at full pay.

Individuals who have completed 26 weeks service at the notification week of adoption are also entitled to:

- ◆ 1 week at the Statutory Paternity Pay (SPP)

If Individuals do not have the relevant service to qualify for SPP they are able to take 2 weeks leave, 1 week at full pay and 1 week unpaid.

D1.6 How Much Paternity Adoption Leave Can Be Taken?

Individuals can take either 1 or 2 working weeks (5 or 10 days) continuous leave. The leave is to provide support at or around the time of adoption. The leave should be taken within the first 2 months of the child being placed.

D1.7 Return to Work

Individuals will be able to go back to the same job, and will not be treated unfairly for taking or asking for paternity adoption leave.

D1.8 Payment of Paternity Adoption Pay

Paternity adoption, inclusive of any SPP, will be paid into their bank/building society account on normal pay-days and will be subject to the usual deductions for income tax and National Insurance and any pension contributions.



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D1.9 Illness Prior To Paternity Adoption Leave

If individuals are off sick when their paternity adoption leave is due to begin their paternity adoption leave will be delayed until they are well. This will be subject to them satisfying the normal rules for notifying and certifying sickness absence.

Note – individuals must take their paternity adoption leave on or around the time of the child's placement. If sickness absence means that leave cannot be completed within this period, then any paternity adoption leave that has not been taken will be lost.

D1.10 Applying for Paternity Adoption Leave and Pay Entitlement

Stage	Description
1	Individuals must inform their line manager/supervisor of the match for adoption, the date that the child is expected to be placed with them and when they want their paternity adoption leave to start within 7 days of being notified by the adoption agency
2	Advise by email to People Services Centre of the anticipated paternity adoption leave by completing a Paternity Adoption Notification form.
	Appendix G Paternity Adoption Leave Form
4	Confirm the adoption leave application giving at least 28 days notice of any change to the date originally provided. Individuals must send their Adoption matching certificate to the People Services Centre.
5	The line manager/supervisor will inform the People Services Centre of the date that their paternity adoption leave actually starts.



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E Shared Parental Leave (SPL) – Birth and Adoption

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E1 Shared Parental Leave (SPL) Leave and Pay Entitlements

E1.1 What is Shared Parental Leave?

SPL enables eligible parents to choose how to share the care of their child during the first year of birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with, their child. All eligible individuals (staff and officers) have a statutory right to take SPL.

In order for parents to take SPL; the mother will need to provide a curtailment notice; (with at least 8 weeks' notice) that will bring their maternity (adoption) leave and benefits to an end early. This can't be revoked unless it has been given before the birth; when it can then be revoked up to 8 weeks after being given or 6 weeks after birth, whichever is the latest.

SPL replaces the current additional paternity leave; but is separate to 'Parental Leave' which is an unpaid 18 week entitlement.

There may also be an entitlement to some statutory shared parental pay (ShPP). This policy sets out the statutory rights and responsibilities of individuals who wish to take SPL and ShPP.

The OPCC and Constabulary recognise that, from time to time, individuals may have questions or concerns relating to their shared parental rights. Individuals should clarify the relevant procedures with their line manager/supervisor or contact The People Services Centre.



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E1.2 Who is eligible for SPL?

SPL can only be used by two people:

- The mother/adopter and
- One of the following:
 - o the father of the child (in the case of birth) or;
 - o the spouse, civil partner or partner of the child's mother/ adopter.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

Additionally an individual seeking to take SPL must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- the individual must still be working at the start of each period of SPL;
- the individual must pass the 'continuity test' requiring them to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- the individual's partner must meet the 'employment and earnings test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 (this is correct as of 2016 but may change annually) a week in any 13 of those weeks;
- the individual must correctly notify the OPCC/ Constabulary of their entitlement and provide evidence as required.

Both staff and officers are eligible for SPL; subject to the above criteria.

E1.3 The SPL entitlement

Eligible individuals may be entitled to take up to 50 weeks SPL during the child's first year in their family. The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement then they and/or their partner may opt-in to the SPL system and take any remaining weeks as SPL.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to Statutory Maternity Pay (SMP), Statutory Adoption Pay (SAP) or Maternity Allowance (MA), they must reduce their entitlement to less than the 39 weeks. If they do this, their partner may be entitled to up to 50 weeks of SPL. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.



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SPL can commence as follows:

- the mother can take SPL after she has taken the legally required two weeks of maternity leave immediately following the birth of the child;
- The adopter can take SPL after taking at least two weeks of adoption leave;
- The father/partner/spouse can take SPL immediately following the birth/placement of the child, but may first choose to exhaust any paternity leave entitlements (as the father/partner cannot take paternity leave or pay once they have taken any SPL or ShPP).

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

SPL will generally commence on the individual's chosen start date specified in their leave booking notice, or in any subsequent variation notice.

If the individual is eligible to receive ShPP then it may be paid for some, or all, of the SPL.

SPL must end no later than one year after the birth/placement of the child. Any SPL not taken by the first birthday or first anniversary of placement for adoption is lost.

E1.4 Notifying an entitlement to SPL

An individual entitled and intending to take SPL must give their line manager/supervisor notification of their entitlement and intention to take SPL, at least eight weeks before they can take any period of SPL.

This notification is part of the eligibility criteria and must be in writing and include the following details:

- the name of the individual;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of SPL available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the individual was notified of having been matched with the child and the date of placement for adoption;
- the amount of SPL the individual and their partner each intend to take;
- a non-binding indication of when the individual expects to take the leave.

The individual must provide the organisation with a signed declaration stating:

- that they meet, or will meet, the eligibility conditions and are entitled to take SPL;
- that the information they have given is accurate;
- if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- if they should cease to be eligible then they will immediately inform the organisation.

The individual must provide the organisation with a signed declaration from their partner confirming:



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- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the 'employment and earnings test' (see E2 "Who is eligible for SPL?" above), and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the individual;
- that they consent to the amount of SPL that the individual intends to take;
- that they consent to the organisation processing the information contained in the declaration form; and
- (in the case whether the partner is the mother/adopter), that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

E1.5 Requesting further evidence of eligibility

The organisation may, within 14 days of the SPL entitlement notification being given, request:

- the name and business address of the partner's employer (where the individual's partner is no longer employed or is self-employed their contact details must be given instead);
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

In order to be entitled to SPL, the individual must produce this information within 14 days of the employer's request.

E1.6 Fraudulent claims

The organisation can, where there is a suspicion that fraudulent information may have been provided or where the organisation has been informed by the HMRC that a fraudulent claim was made, investigate the matter further in accordance with the usual conduct or disciplinary procedures, and also without acting in a discriminatory manner in relation to any of the protected characteristics defined in the Equality Act 2010.

E1.7 Discussions regarding SPL

An individual considering/taking SPL is encouraged to contact their line manager/supervisor to arrange an informal discussion as early as possible regarding their potential entitlement, to talk about their plans and to enable the company to support the individual.

The line manager/supervisor may upon receiving a notification of entitlement to take SPL seek to arrange an informal discussion with the individual to talk about their intentions and how they currently expect to use their SPL entitlement.

Upon receiving a leave booking notice the line manager/supervisor will usually arrange a meeting to discuss it. Where a notice is for a single period of continuous leave, or where a request for



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discontinuous leave can without further discussion be approved in the terms stated in the individual's notice booking leave, a meeting may not be necessary.

At the meeting the individual may, if they wish, be accompanied by a workplace colleague, trade union representative or police federation representative.

The purpose of the meeting is to discuss in detail the leave proposed and what will happen while the individual is away from work. Where it is a request for discontinuous leave the discussion may also focus on how the leave proposal could be agreed, whether a modified arrangement would be agreeable to the individual and the organisation, and what the outcome may be if no agreement is reached.

E1.8 Booking SPL

In addition to notifying the employer of entitlement to SPL/ ShPP, an individual must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to SPL. These notifications must be copied to the People Services Centre.

The notification/s of actual dates for SPL must be submitted at least 8 weeks before due to be taken (unless SPL dependant on birth date).

The individual has the right to submit three notifications specifying leave periods they are intending to take. Each notification may contain either (a) a single period of weeks of leave; or (b) two or more weeks of discontinuous leave, where the individual intends to return to work between periods of leave. The 3 notifications include any requests to vary a period of leave that has already been agreed.

SPL can only be taken in complete weeks but may begin on any day of the week. For example if a week of SPL began on a Tuesday it would finish on a Monday. Where an individual returns to work between periods of SPL, the next period of SPL can start on any day of the week.

E1.9 Continuous Leave Notification

A notification can be for a period of continuous leave, which means a notification of a number of weeks taken in a single unbroken period of leave (for example, six weeks in a row).

An individual has the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of SPL available to them (specified in the notice of entitlement) and the employer has been given at least eight weeks' notice.

E1.10 Discontinuous Leave Notification

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the individual returns to work (for example, an arrangement where an individual will take six weeks of SPL and work every other week for a period of three months).

Where discontinuous leave is requested this must be discussed between the individual, the line manager/supervisor and resourcing and an agreement reached.



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The organisation will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, the individual can either withdraw it within 15 days of giving it, or can take the leave in a single continuous block.

E1.11 Responding to a SPL notification

Once the line manager/supervisor receives the leave booking notice, it will be dealt with as soon as possible, but a response will be provided no later than the 14th day after the leave request was made.

Continuous Leave

All notices for continuous leave must be copied/ forwarded to People Services Centre, who having checked all eligibility to leave documentation has been received will confirm the leave in writing.

Discontinuous Leave

All requests for discontinuous leave will be carefully considered, weighing up the potential benefits to the individual and to the OPCC / Constabulary against any adverse impact to the business. Line managers/supervisors must include resourcing in this planning to include details at RDM, although it is accepted that due to the 14 days notification period, this may require virtual authorisation outside the regular, scheduled meeting.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another individual to be granted a similar pattern of SPL.

The individual will be informed in writing of the decision as soon as is reasonably practicable, but no later than the 14th day after the leave notification was made. The request may be granted in full or in part: for example, the organisation may propose a modified version of the request.

If a discontinuous leave pattern is refused then the individual may withdraw the request without detriment on or before the 15th day after the notification was given; or may take the total number of weeks in the notice in a single continuous block. If the individual chooses to take the leave in a single continuous block, the individual has until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the individual does not choose a start date then the leave will begin on the first leave date requested in the original notification.

E1.12 Variations to arranged SPL

The individual is permitted to vary or cancel an agreed and booked period of SPL, provided that they advise the organisation in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the individual, including notice to return to work early, will usually count as a new notification reducing the individual's right to book/vary leave by one. However, a change as a result of a child being born early, or as a result of the organisation



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requesting it be changed, and the individual being agreeable to the change, will not count as further notification. Any variation will be confirmed in writing by the People Services Centre.

E1.13 Statutory Shared Parental Pay (ShPP)

Eligible individuals may be entitled to take up to 37 weeks ShPP pay while taking SPL. The amount of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period. Please note that in claiming SPL pay allowance any maternity allowances will stop on commencement of SPL pay. As this is paid at a statutory rate individuals should be aware that this may be at a lesser rate than maternity benefits might have been payable; in the early parts of leave.

ShPP may be payable during some or all of SPL, depending on the length and timing of the leave. In addition to meeting the eligibility requirements for SPL, an individual seeking to claim ShPP must further satisfy each of the following criteria:

- the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- the individual must intend to care for the child during the week in which ShPP is payable;
- the individual must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions;
- the individual must remain in continuous employment until the first week of ShPP has begun;
- the individual must give proper notification in accordance with the rules set out below.

Where an individual is entitled to receive ShPP they must, at least eight weeks before receiving any ShPP, give their line manager/supervisor written notice advising of their entitlement to ShPP. To avoid duplication, if possible, this should be included as part of the notice of entitlement to take SPL. This notification should be forwarded immediately to People Services Centre.

In addition to what must be included in the notice of entitlement to take SPL, any notice that advises of an entitlement for ShPP must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of ShPP available, the amount of ShPP the individual and their partner each intend to claim, and a non-binding indication of when the individual expects to claim ShPP;
- a signed declaration from the individual confirming that the information they have given is correct, that they meet, or will meet, the criteria for ShPP and that they will immediately inform the organisation should they cease to be eligible.

It must be accompanied by a signed declaration from the individual's partner confirming:

- their agreement to the individual claiming ShPP and for the organisation to process any ShPP payments to the individual;
- (in the case whether the partner is the mother/ adopter) that they have reduced their maternity/adoption pay or maternity allowance;



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- (in the case whether the partner is the mother/ adopter) that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Any ShPP due will be paid at a rate set by the Government for the relevant tax year.

E1.14 Terms and Conditions during SPL

During the period of SPL, both staff and officer's employment continues and they are entitled to receive all their contractual benefits, except for salary. In particular, any benefits in kind (such as use of a company car, laptop, mobile phone and gym membership) will continue and contractual annual leave entitlement will continue to accrue.

Pension contributions will continue to be made during any period when the individual is receiving ShPP but not during any period of unpaid SPL. Individual contributions will be based on actual pay, while the organisation's contributions will be based on the salary that the individual would have received had they not been taking SPL.

E1.15 Annual Leave

SPL is granted in addition to staff or officer's normal annual holiday entitlement. Individuals are reminded that holiday should wherever possible be taken in the year that it is earned. Where a SPL period overlaps two leave years the individual should consider how their annual leave entitlement can be used to ensure that it is not untaken at the end of the individual's holiday year.

E1.16 Contact during SPL

Before an individual's SPL begins, the line manager/supervisor will discuss the arrangements for them to keep in touch during their leave. The Constabulary / OPCC reserve the right in any event to maintain reasonable contact with the individual from time to time during their SPL. This may be to discuss the individual's plans to return to work, to ensure the individual is aware of any possible promotion opportunities, to discuss any special arrangements to be made or training to be given to ease their return to work or simply to update them on developments at work during their absence.

E1.17 Shared Parental Leave In Touch days (SPLIT days)

Both staff and officers can agree to work (or attend training) for up to 20 days during SPL without bringing their period of SPL to an end or impacting on their right to claim ShPP for that week. These are known as "Shared Parental Leave In Touch" or "SPLIT" days. Any work carried out on a day or part of a day shall constitute a day's work for these purposes.

The Constabulary / OPCC have no right to require individuals to carry out any work, and are under no obligation to offer the individual any work, during the SPL. Any work undertaken is a matter for agreement between The Constabulary / OPCC and the individual. An individual taking a SPLIT day will receive pay for the hours worked on any day. (Whatever the hours it will count as 1 Full SPLIT day from an entitlement perspective.) If a SPLIT day occurs during a week when the individual is receiving ShPP, this will be effectively 'topped up' so that the individual receives full pay for the day in question. Any SPLIT days worked do not extend the period of SPL.



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Following discussion and mutual agreement with the line manager/supervisor; in reference with the Force Resourcing Advisor an individual, may use SPLIT days to work part of a week during SPL. SPLIT days may therefore be used to effect a gradual return to work by the individual towards the end of a long period of SPL or to trial a possible flexible working pattern. If this is agreed managers must ensure communication is forwarded to the People Services Centre.

E1.18 Returning to work after SPL

People Services Centre will write and confirm the end date of any period of SPL. The individual is expected to return on the next working day after this date, unless they notify otherwise. If they are unable to attend work due to sickness or injury, then the normal absence management procedures will apply and should be followed. In any other case, late return without prior authorisation will be treated as unauthorised absence and may result in disciplinary action.

If the individual wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave; giving at least eight weeks' notice of their date of early return. This will count as one of the individual's notifications. If they have already used their three notifications to book and/or vary leave then the Constabulary / OPCC does not have to accept the notice to return early but may do if it is considered to be reasonably practicable to do so.

On returning to work after SPL, the individual is entitled to return to the same job if the individual's aggregate total statutory maternity/paternity/adoption leave and SPL amounts to 26 weeks or less, he or she will return to the same job. The same job is the one they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of SPL, on the same terms and conditions of employment as if they had not been absent.

If their maternity/paternity/adoption leave and SPL amounts to 26 weeks or more in aggregate, the individual is entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is both suitable and appropriate and on terms and conditions no less favourable.

If the individual also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on the individual's right to return and the individual will still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks.

If a parent takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and SPL do not exceed 26 weeks, the individual will be entitled to return to the same job they held before commencing the last period of leave or, if this is not reasonably practicable, to another job which is suitable and appropriate and on terms and conditions no less favourable.



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Section 3 - Relevant Legislation

- Equality Act 2010
- Children and Families Act 2014
- Work and Families Act 2006
- Social Security (Contributions and Benefits) Act 1991
- Additional Paternity Leave Regulations 2010
- Additional Statutory Paternity Pay (General) Regulations 2010
- Additional Statutory Paternity Pay (Adoption from Overseas Regulations 2010
- Additional Statutory Paternity Pay (Weekly Rates) Regulations 2010
- Children and Families Act 2014
- Employment Equality (Age) Regulations 2006
- Statutory Paternity Pay (Adoption) and Statutory Adoption Pay (Adoption from Overseas) (Administration) Regulations 2003
- Statutory Adoption Pay (Adoption) and Statutory Adoption Pay (Adoption from Overseas) Regulations 2003
- Statutory Adoption Pay (Adoption) and Statutory Adoption Pay (Adoption from Overseas) (No.2) Regulations 2003
- Paternity and Adoption Leave Regulations 2002
- Statutory Paternity Pay and Statutory Adoption Pay (General) Regulations 2002
- Maternity and Parental Leave etc. Regulations 1999
- Maternity Allowance and Statutory Maternity Pay Regulations 1994
- Statutory Maternity Pay (Compensation of Employers) Regulations 1994
- Statutory Maternity Pay (General) Regulations 1986

Section 4 - Related References/Policies

- Attendance Management Policy
- Working Hours Policy
- Quiet Space Policy
- Career Break Policy
- Leave policy
- Disciplinary Policy for Police Staff, Misconduct for Police Officers
- Business Interest Policy
- Working Hours Policy
- MANAGEMENT OF HEALTH AND SAFETY AT WORK (AMENDMENT) REGULATIONS 1994 PREGNANCY
- RISK ASSESSMENT: Pregnant Workers on Restricted Duties
- RISK ASSESSMENT: Pregnant & Nursing Mothers Risk Assessment



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Section 5 - Monitoring and Review

5.0 Monitoring and Reviewing

5.1 Monitoring

The effectiveness of this policy will be monitored in its application. Experiential learning will be applied and may result in consequential changes to the policy.

5.2 Review

This policy will be formally reviewed at periods as prompted by the Governance and Compliance Administrator. Experiential learning, legislative changes, and other influencing factors may also necessitate a review.

Feedback relating to this policy can be made by telephone, in writing, or by e-mail to People Services Centre.

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Version 3.1	9/2/2018	Amendment to a form		
Version 3.0	5/7/2017	Included the generic decision making wording, new GSC OFFICAL marking and reference to the Maternity Risk assessment for pregnancy section A3.1		
Version 2.9	January 2017	Update to section A10.3 - Entitlement to Occupational Maternity Pay. Removed the requirement for Police Officers to repay Occupational Maternity Pay if they do not return to work for 1 month (based on Police Regulations).		



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Version 2.8	August 2016	Entitlements for Surrogacy added in B9; formatting changes; childcare vouchers ceasing A8.2, Pension payback clarified A8.5. Forms added as Appendices	
Version 2.7	1 April 2015	New Section E – Shared Parental Leave (SPL) – Birth and Adoption inserted to reflect new provisions arising from the changes to the Children and Families Act 2014, with effect from 5 April 2015.	
Version 2.6	24 February 2015	Amended A8.1 & B6 to provide details of Business Interest Policy. Amended A1.1, Section B, C & D to refer to Career Break policy A2.3 Amended to show how Occupational Maternity Pay is made up.	
Version 2.5	1 May 2014	Amended to reflect 2 nd transfer Statutory Pay Entitlements amended	
Version 2.4	6 February 2013	Police Officer Occupational Maternity & Adoption Pay sections updated to read clearer.	
Version 2.3	2 August 2013	Statutory Pay Entitlement updated. Amended Notification Form added for Police Officers Amended to reflect new HR structure Keeping in Touch Claim Form added	
Version 2.2	30 November 2012	References to 'Police Authority' replaced by 'Police & Crime Commissioner'.	
Version 2.1	19 April 2012	Incorporates Winsor (Rec. 48) (Police Officers): For any period or periods of maternity leave for which the expected date of birth is 1 April 2012 or a later date officers' maternity entitlement is increased from 13 weeks at full pay to 18 weeks at full pay, with officers having the option, with the agreement of their Chief Officer, to spread the final five weeks of maternity pay over 10 weeks at reduced rate.	
Version 2.0	5 April 2012	Statutory Pay Entitlements amended B7.3, C2, and D2 Updated Policy Format changed. Previous 'Compliance' section removed as superfluous	
Version 1.5	3 August 2011	Inserts at A3.1 – Risk Assessment for Pregnant and Nursing Mothers. Repeated at A9.9 – together with Risk Assessment Form for New & Breastfeeding Mothers who work specifically in the role of Chemical Development Officer.	
Version 1.4	19 April 2011	A2.4 Bullet Point 1 inserts 'continuous' with explanatory footnote.	
Version 1.3	27 January 2011	New section A9.9 Breastfeeding Change in terminology throughout document 'Expected Week / Date of Confinement' now reads 'Expected Week / Date of	



Maternity, Paternity, Shared Parental Leave & Adoption Policy & Procedures

		Childbirth' Format changes	
Version 1.2	13 December 2010	Amendments 2.2.2 Extended to reflect Equality Act 2010 3.3.2 Includes rates applicable from 3 April 2011	
Version 1.1a	2 November 2010	Logo removed	
Version 1.1	28 June 2010	Amendment	
Version 1.0	13 May 2010	First publication of SOC approved policy.	
Next Document Review Date:			
EIA		EIA Sign Off	EIA Review
MEDIUM		22/2/2014	
SIA		SIA Sign Off	SIA Review
<i>This version will be placed on the public domain website</i>			
If this version cannot be placed on the public domain website, provide reason and relevant COG authority		N/A	

Appendix A - Maternity Notification form – Police OfficerTo be sent to People Services Centre with your **MAT b1** form

Name:		
Division/Department		
Staff Number		
1. I intend to commence my maternity leave on:	/ /	
2. My last day of work before my baby is due will be: Please note this may be different to Q1 if you take annual leave immediately before your maternity leave	/ /	
3. My baby is due on:	/ /	
4. I wish my maternity pay to be paid as:		
i) 18 weeks normal/full pay Followed by 21 weeks statutory maternity pay	☐	
ii) 13 weeks normal/full pay + 10 weeks half pay = 23 weeks Followed by 16 weeks statutory maternity pay	☐	
5. Indicate in the appropriate box what you intend to do at the end of your maternity leave:		
a) I do not intend to return after Maternity leave	☐	
b) I intend to return to work after Maternity leave:		
i) at the end of my paid maternity leave period of 18 weeks	☐	
ii) at the end of extended paid maternity leave period (13 weeks full pay + 10 weeks half pay = 23 Weeks)	☐	
iii) at the end of my full maternity leave period of 12 months following the birth of my baby	☐	
iv) at the end of my 39 weeks statutory pay	☐	
v) on a specific date prior to the end of my maternity leave entitlement	/ /	
Signed		
Dated	/ /	

Appendix B - Maternity Notification form – Police StaffTo be sent to People Services Centre with your **MAT b1** form

Name:		
Division/Department		
Staff Number		
1. I intend to commence my maternity leave on:	/ /	
2. My last day of work before my baby is due will be:	/ /	
Please note this may be different to Q1 if you take annual leave immediately before your maternity leave		
3. My baby is due on:	/ /	
4. I wish my maternity pay to be paid as:		
i) 18 weeks normal/full pay Followed by 21 weeks statutory maternity pay	☐	
ii) 13 weeks normal/full pay + 10 weeks half pay = 23 weeks Followed by 16 weeks statutory maternity pay	☐	
5. Indicate in the appropriate box what you intend to do at the end of your maternity leave:		
a) I do not intend to return after Maternity leave	☐	
b) I intend to return to work after Maternity leave:		
i) at the end of my paid maternity leave period of 18 weeks	☐	
ii) at the end of extended paid maternity leave period (13 weeks full pay + 10 weeks half pay = 23 Weeks)	☐	
iii) at the end of my full maternity leave period of 12 months following the birth of my baby	☐	
iv) at the end of my 39 weeks statutory pay	☐	
v) on a specific date prior to the end of my maternity leave entitlement	/ /	
Signed		
Dated	/ /	

Appendix C - Keeping in Touch Days (KIT Days) Claim Form

Once completed this is to be sent to **the People Services Centre** for processing. Due to cut off dates for payroll, payment may be received in the following month's salary.

Claimant Name:	
Section/Department:	
Claimant Staff Number:	

KIT Date:	
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Start Time	
End Time	
Unsocial Hours	If the claimant has worked any unsocial hours associated with this shift, this will automatically be paid and no additional forms are required

Authorisation

Signed	
Dated	

Appendix D - Adoption Notification form – Police Officer

To be sent to People Services Centre with your adoption matching certificate

Name:	
Division/Department	
Staff Number	

1. I was notified of being matched with the child on:	/ /
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2. I intend to commence my adoption leave on:	/ /
Please note this may be different to Q1 if you take annual leave immediately before your adoption leave	

3. My last day of work before the child placement will be:	/ /
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4. The child is expected to be placed with me on	/ /
--	-----

5. Indicate in the appropriate box what you intend to do at the end of your adoption leave:	
a) I do not intend to return to work after Adoption leave	☐
b) I intend to return to work after Adoption leave:	
i) at the end of my paid adoption leave period of 13 weeks	☐
ii) at the end of my paid adoption leave period of 39 weeks	☐
iii) at the end of my full adoption leave period of 52 weeks	☐
iiii) on a specific date prior to the end of my adoption leave entitlement	/ /

Signed	
Dated	/ /

Appendix E - Adoption Notification form – Police Staff

To be sent to People Services Centre with your adoption matching certificate

Name:	
Division/Department	
Staff Number	

1. I was notified of being matched with the child on:	/ /
---	-----

2. I intend to commence my adoption leave on:	/ /
Please note this may be different to Q1 if you take annual leave immediately before your adoption leave	

3. My last day of work before the child placement will be:	/ /
--	-----

4. The child is expected to be placed with me on:	/ /
---	-----

5. Indicate in the appropriate box what you intend to do at the end of your adoption leave:	
a) I do not intend to return to work after Adoption leave	☐
b) I intend to return to work after Adoption leave:	
ii) at the end of my paid adoption leave period of 39 weeks	☐
iii) at the end of my full adoption leave period of 52 weeks	☐
iii) on a specific date prior to the end of my adoption leave entitlement	/ /

Signed	
Dated	/ /

Appendix F - Paternity Notification form

To be sent to People Services Centre before your intended start of paternity leave.

Name:	
Division/Department	
Staff Number	

1. The baby is due on:	/ /
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2. Indicate in the appropriate box when you intend to start your paternity leave: (Leave must be completed within 2 months of the baby being born)	
a) on the actual date of the child's birth	☐
b) a chosen number of days after the child's birth (state how many)	
c) a specific date after the child's birth (state date)	/ /
Indicate how much paternity leave you intend to take by saying yes or no in appropriate box:	
a) I wish to take 1 weeks paternity leave at full pay	☐
b) I have 26 weeks qualifying service and wish to take 1 week at full pay and 1 week statutory pay	☐
c) I do not have 26 week qualifying service and wish to take 1 week at full pay and 1 week unpaid	☐
By signing this form I declare that:	- I am the child's biological father; or married to or in a civil partnership with the mother; or living with the mother in a enduring family relationship but am not an immediate relative. - I will have responsibility for the child's upbringing. - I will use the paternity leave to support the mother or care for the child
Signed	
Dated	/ /

Appendix G - Paternity Adoption Notification form

To be sent to People Services Centre before your intended start of paternity adoption leave.

Name:	
Division/Department	
Staff Number	

1. The child is due to be placed on	/ /
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2. Indicate in the appropriate box when you intend to start your paternity adoption leave: (Leave must be completed within 2 months of child's placement)	
a) on the actual date of the child's placement	☐
b) a chosen number of days after the child's placement (state how many)	
c) a specific date after the child's placement (state date)	/ /
Indicate how much paternity adoption leave you intend to take by saying yes or no in appropriate box:	
a) I wish to take 1 weeks paternity leave at full pay	☐
b) I have 26 weeks qualifying service and wish to take 1 week at full pay and 1 week statutory pay	☐
c) I do not have 26 week qualifying service and wish to take 1 week at full pay and 1 week unpaid	☐
By signing this form I declare that:	• I am adopting a child jointly as part of a couple or my partner is adopting a child. • I will have responsibility for the child's upbringing. • I will use the paternity adoption leave to support the adopter or care for the child
Signed	
Dated	/ /