



G669

## **POLICY FOR LEAVE**

Nottinghamshire Police is committed to putting its people at the heart of the programme for making Nottinghamshire safer and as such recognises the importance of its staff achieving a balance between work and home.

Nottinghamshire Police will aim to provide a framework for managers to ensure that staff members are treated fairly and consistently across the organisation in relation to leave while ensuring effective service provision.

It is recognised that unforeseen or extraordinary circumstances can occur which cannot always be planned for and therefore lead to staff unavoidably requiring time off to balance work and personal responsibilities. Policies and procedures will be implemented which deal with this type of situation in a consistent and fair manner.

Nottinghamshire police will ensure that requests for compassionate leave are dealt with in a sensitive and sympathetic manner.

In recognising that personal circumstances of staff members vary according to individual domestic and caring responsibilities, Nottinghamshire Police will aim to assist staff in achieving a better balance between work and personal commitments through flexible working.

Nottinghamshire police will provide clear and concise information to staff in relation to their rights under the Parental Leave Legislation.

The implementation of this Leave Policy will be closely monitored by the Personnel Manager (Employee Relations and Equalities).

Nottinghamshire Police undertakes to inform all staff of this policy statement.

*Any act of discrimination by a member of staff or any failure to comply with the terms of this policy may result in disciplinary investigation.*

This Policy is fully supported by Senior Management and the Staff Associations.

Author: \_\_\_\_\_ Date: \_\_\_\_\_

Shakeel Khalil  
Employee Relations and Equalities

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Steve Green  
Chief Constable

This policy should be read in conjunction with the appropriate Procedures, Guidance and Rules outlined below: -

- PD 025 Bank Holiday Arrangements
- PD 263 Discretionary Time Off
- PD 113 Flexi-Scheme Procedure
- PD 193 Parental Leave
- PD 378 Paternity and Maternity / Adoption Support Leave Procedure
- PD 008 Guide to Annual Leave