



NOTTINGHAMSHIRE
POLICE

PD 615 Parental Leave
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G 2028 Parental Leave Form

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Table of Contents

SECTION 1	VERSION CONTROL	2
SECTION 2	BACKGROUND	2
SECTION 3	AIMS / OBJECTIVES.....	2
SECTION 4	DETAILS.....	3
SECTION 5	LEGISLATIVE COMPLIANCE	3

SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	January 2013	Sue Peckham	Senior HR Partner	New procedure to support revised policy PS 154

SECTION 2 BACKGROUND

Nottinghamshire Police recognise that all police officers and police staff should have a healthy work-life balance and have the ability to combine a career with parenthood. Parental leave is provided to allow working parents to achieve a more balanced work and family life, take time off to look after a child or make arrangements for a child's welfare.

SECTION 3 AIMS / OBJECTIVES

The aim of the procedure is to provide clear and consistent information for police officers and police staff on the procedure for applying for parental leave. Parental leave is to allow a parent to spend more time with a child in their early years. Nottinghamshire Police will facilitate parental leave whilst ensuring that there are sufficient resources available to meet operational requirements.

SECTION 4 DETAILS

4.1. Procedure

- The police officer or police staff member should complete form G 2028, giving 28 days notice where possible (21 days notice as a minimum).
- The line manager should check the individuals eligibility against PS 154 and then authorise the parental leave by signing form G 2028. Operational requirements must be considered prior to authorisation of form G 2028.
- Once authorised the completed form G 2028 should be sent by the line manager to HR Operations who will then update ORIGIN.
- HR Operations will inform Payroll and Pensions as the period of parental leave is unpaid.

4.2. Postponement of Parental Leave

- Whilst Nottinghamshire Police will make every effort not to postpone parental leave, it can be postponed for up to 6 months where undue disruption to work would be caused. The leave cannot be postponed when the individual provides notice to take parental leave immediately after the child is born or is placed with the family for adoption.
- The line manager may postpone the parental leave for up to 6 months.
- The line manager must write to the individual within 7 days of the original request to confirm that the parental leave has been postponed and provide the reasons.
- The line manager should agree new dates for the parental leave with the individual.
- If the postponement goes past the end of the entitlement period (after the child's 5th birthday) the leave may still be taken.
- The individual may appeal against the postponement by writing to the Head of Department/ Division within 7 working days of the postponement notification.
- The Head of Department/Division will review the decision (and liaise with a HR Advisor) and respond in writing within 14 days of receipt of the written appeal.
- The decision to uphold or reject the appeal will be final.

4.3. Additional information

- For those police officers and police staff who work part-time, parental leave is calculated as a proportion of the time worked. For example an individual who works 2 days per week is entitled to 13 weeks (Increasing to 18 weeks from 8th March 2013) at 2 days per week.
- Payroll will automatically adjust pension contributions to cover the period of parental leave. Any individual who does not want Payroll to automatically correct their pension contributions should contact Payroll directly.

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Health and Safety at Work Act 1974; Employment Relations Act 1999, and other legislation relevant to policing.