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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Sept 2013	Jayne Maione	HR Advisor	New procedure

SECTION 2 AIMS / OBJECTIVES

The Police Treatment Centre is a registered charity supported by voluntary subscriptions from members who are serving and retired police officers.

Treatments available at the centre include intensive physiotherapy, ultrasound, hydrotherapy and alternative therapies and the development of a personal rehabilitation/convalence programme by a qualified member of staff. The majority of attendees go to receive intensive physiotherapy.

Nottinghamshire Police benefits from police officers attending the centre as in many situations attendance will improve medical conditions that may be impacting a police officers attendance, performance and general well being.

Further information regarding eligibility, services and the application process can be found on the:

- HR Intranet
- Police Treatment Centre website: www.thepolicetreatmentcentres.org

The aim of this procedure is to outline a fair, consistent and equitable procedure for managing police officer requests for leave to attend a Police Treatment Centre.

SECTION 3 PROCEDURE

Eligibility

If a police officer meets the eligibility criteria outlined by the Police Treatment Centre and submits an application, the Police Treatment Centre will review the application and appropriate medical information and determine whether a place can be offered.

Paid absence

Under normal circumstances, police officers who are offered a place at the Police Treatment Centre in Harrogate will receive normal pay entitlement as per Police Regulations 2003 and the leave will be recorded as **convalescence leave** if their Chief Inspector (or equivalent) has confirmed that attendance relates to one of the following eligible reasons:

1. During **certified sickness absence** and the treatment relates to the sickness absence. The individual will receive pay as per sick pay entitlements within Police Regulations 2003.
2. **Disability** related and attendance is a reasonable adjustment given that disability.
3. **Injury** sustained in the execution of duty and attendance aids recovery.
4. **Restricted and recuperative duties** and attendance is a reasonable adjustment to aid full recovery to normal duties.

AND the Chief Inspector (or equivalent) has confirmed that attendance will either:

- improve attendance and/or performance in a role, or
- prevent a medical condition from deteriorating significantly, or
- improve recovery timeframes, or
- help an individual return to the full duties of their role.

Medical follow up

In such circumstances of paid convalescence leave, the Force reserves the right to obtain an occupational health report after treatment to confirm the up to date medical position.

Process

In all situations, the individual should give as much notice of their attendance at the Centre as possible. Individuals should notify, in writing, Duties and their line manager when they apply to the Police Treatment Centre.

When the individual has received the offer of an appointment, they should complete NC Form G3045 to request their attendance at the Centre, attaching a copy of their application and offer of appointment and forward this to their Chief Inspector (or equivalent). The Chief Inspector (or equivalent) will meet with them and/ or their line manager to:

- discuss the relevant circumstances
- review the application against the procedure and consider authorising the convalescence leave if attendance relates to one of the four reasons listed above and the dates are appropriate.

- forward NC Form G2045 to Duties and HR Operations to record and action the convalescence leave.

In the case of attendance during sickness leave, the individual should also forward to HR Operations a fit note from their GP to cover the dates of attendance at the Treatment Centre.

Rest days during treatment

In all circumstances, any rest days falling during attendance at the Treatment Centre will not be re-rostered.

Travel and expenses

The Force will not reimburse travel and expenses, except in the situation where the injury was sustained in the execution of duty.

SECTION 4 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 on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.