



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 640 Police Staff and Police Officer Maternity, Paternity and Adoption Leave Procedure

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Linked Documents: PS 179 Police Staff and Police Officer Maternity, Paternity, Shared Parental and Adoption Leave Policy
PG039 Maternity, Paternity and Shared Parental Leave Guide

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	July 2012	Sue Peckham	Senior HR Partner	Change in legislation and amendments to
2.0	Dec 2013	Sue Peckham	Senior HR Partner	Support new policy
3.0	July 2015	Roberta Norris	HR Consultant	Updated re MFSS Legislative changes - reference to Shared Parental Leave. Update re adoption and surrogacy.
3.1	April 2017	James Lunn/Bal Dosanjh	Senior HR Manager/Senior HR Consultant	Police Staff Handbook Updates 01.04.2017

SECTION 2 AIMS / OBJECTIVES

Nottinghamshire Police recognise that all police officers and police staff should have a healthy work-life balance and part of this relates to taking adequate leave during the special time in an individual's life when they have children.

The objective of the procedure is to provide the relevant information to support the individual and their line manager through a maternity, paternity or adoption period. The procedure provides a comprehensive process to guide individuals and managers through this time.

The aims of the procedure are to:

- Provide the relevant information to individuals regarding maternity, paternity and adoption leave to ensure that they have the correct information to make informed choices;
- Provide line managers with the relevant information to ensure that individuals are managed in a fair, consistent and appropriate manner during this period.

Please refer to the separate PD 649 Shared Parental Leave Procedure for details on this specific form of family leave.

SECTION 3 DETAILS

Any information regarding maternity, paternity and adoption leave is sensitive personal data and throughout the procedures must be treated with confidentiality and respect for the individual.

SECTION 4 MATERNITY LEAVE

4.1 Notification

As soon as it is reasonably practical an individual should advise their line manager that they are pregnant, MFSS should be informed via service request. This should be no later than the 15th week before the expected week of childbirth.

A maternity information pack, with forms to be completed will be sent to the individual by MFSS.

The individual should complete G2070 Maternity Leave Option Form, and attach this to a service request to MFSS, providing the following details:

- The date of the expected week of childbirth.
- A MatB1 certificate to confirm the expected week of childbirth. This may be provided at a later date.
- When maternity leave is intended to commence.
- Should the intended date to commence maternity leave change, the individual must advise MFSS and their line manager 28 days prior to the date the new maternity leave is to start or 28 days prior to the original date maternity leave was to start, whichever date is the earlier.
- If maternity leave has not begun when the baby is born, the maternity leave will commence the day after the date the baby is born.

Further information on planning maternity leave can be found in the PG039 Maternity Paternity Adoption Leave - Managers Guide.

4.2 Antenatal care

- A reasonable amount of time off may be taken to attend ante natal care. This may include doctor, hospital, clinic, relaxation or parent craft classes.
- The individual may be asked to provide the line manager with evidence of these appointments, except for the initial first appointment.
- The prospective father of a baby, mothers partner and intended parents in a surrogacy, (parental order), situation have a right to take unpaid leave on 2 occasions, each for a period of up to 6.5 hours to accompany the mother for antenatal care appointments

4.3 Uniform

Maternity wear is available from HQ Supplies. Individuals must raise a service request to 'Stores 31' informing that maternity uniform is required, a maternity list will then be added to your uniform account and items can then requested in the normal way.

4.4 Health and Safety

- It is essential that the health and safety of the pregnant police officer or police staff member is not put at risk whilst continuing to work during their pregnancy. New mothers of 6 months are also covered by this legislation.
- The line manager and the individual should arrange to carry out the maternity risk assessment as soon as possible.
- Form G1089 E can be found on the Force Form Search. Helpful information may be found on the intranet: Departments; Departments Directory; Human Resources; Health & Safety Documents - Guidance and Information sheets number 6.
- The recommendations identified by the line manager and individual should be discussed promptly.
- The options available are:
 - Implement the recommendations of the risk assessment by temporarily adjusting the working conditions or hours of work.
 - Offer suitable alternative work, if unable to implement the temporary adjustments or,
 - Suspend the individual from work on full pay, for as long as necessary to protect the health and safety of the individual and their unborn child.
- The risk assessment should then remain a live document until the end of the pregnancy. A further risk assessment should be carried out for mothers returning to work within 6 months of having their baby, or until breastfeeding has ceased, in order that changes to the workplace or working practices can be documented.
- The risk assessment should be reviewed on a regular basis.
- The risk assessment should be sent to MFSS who will attach the document on the maternity file.

For further information on agreeing a Restricted Duties Plan, please refer to the PG039 Maternity Paternity Adoption - Managers Guide.

4.5 Notification of birth

The individual should confirm the date of birth of their child to their line manager as soon as reasonably practical and complete the form regarding the confirmation of birth from the maternity pack they will receive.

SECTION 5 ADOPTION LEAVE

5.1 Notifications

- The individual should notify their line manager of the adoption and complete a G2071 Adoption Leave Options Form. Adoption leave, and associated requirements, apply to surrogacy arrangements involving a Parental Order Paper.
- The form should be attached to a service request and sent to MFSS to notify that they have been matched with a child for adoption, within 7 days of the notification of adoption.
- The form provides information on the date the child is to be placed with the family, the date the individual wishes their adoption leave to commence and the expected return to work date.
- MFSS will provide written confirmation of individual adoption leave arrangements, and any further information or forms, following receipt of the completed Adoption Leave Options Form.
- The individual must provide documentary evidence, in the form of a matching certificate/parental order papers, at least 28 days prior to taking adoption leave. If this is not possible then the certificate/order should be provided as soon as reasonably practical. This should be sent to MFSS.

5.2 Adoption Appointments

Those qualifying for adoption leave are allowed paid time off to attend up to 5 adoption appointments after they have been matched with a child.

SECTION 6 OTHER MATTERS RELATING TO MATERNITY AND ADOPTION LEAVE

6.1 Contact whilst on maternity/adoption leave

- Regular contact between the individual and the line manager is essential whilst on maternity/adoption leave. It is the responsibility of both parties to maintain regular contact.
- MFSS will write to the individual if they do not receive confirmation of a return to work date.

6.2 Keeping in Touch Days, (KIT), Whilst on Maternity or Adoption Leave

- The line manager and the individual should agree the KIT day(s). The individual should not BOBO either by telephone or CROWN, instead the line manager should advise MFSS, via a service request, of the KIT days and the hours worked.
- After the KIT has been worked, MFSS will advise Payroll of the hours worked so

that payment can be processed.

A KIT day does not affect SMP/SAP if part of the 10 KIT days allowed.

6.3 Pensions Whilst on Maternity or Adoption Leave

Pension contributions will continue to be made during any period when the individual is receiving paid family leave but not during a period of unpaid leave.

The individual contributions will be based on actual pay, while the Force contributions will be based on the salary the person would have been receiving had they not been taking leave.

Individuals will have the option of paying contributions on any unpaid period to keep pension service unbroken.

6.4 Returning Nottinghamshire Police Property

It may be that you currently use a blackberry or mobile phone for work. This should be returned to your line manager prior to commencing leave.

6.5 Other Contributions Paid from Salary Whilst on Maternity/Adoption Leave

Federation subscriptions continue to be deducted during maternity/adoption leave. In the period of unpaid maternity/adoption leave, police officers continue to receive the benefits of being a Federation member even though they will not be making contributions.

Unison subscriptions - Full Unison subscriptions continue to be deducted during maternity/adoption leave. The member of Unison must contact their Unison representative and advise details of the maternity leave and when salary will be reduced.

GMB subscriptions - Full GMB subscriptions continue to be deducted during maternity/adoption leave. The member of GMB must contact the GMB membership department and advise details of the maternity/adoption leave and when salary will be reduced.

Queries on the above, or other, subscription arrangements should be raised with your representative or via MFSS, as appropriate.

6.6 Annual Leave

- Annual Leave and Public Holidays continue to accrue during maternity/adoption leave. The individual should discuss with their line manager the annual leave and when it will be taken prior to commencement of maternity/adoption leave.
- After agreeing when annual leave will be taken, the normal procedure for applying for annual leave applies.
- Individuals are entitled to carry over all outstanding leave from one leave year to the next if they have been unable to take it due to maternity/adoption leave. The 5 day maximum carry forward does not apply. Dates should be agreed with the line manager.
- The line manager should complete a service request for the carry-over of the annual leave.
- There is no provision for payment of annual leave not taken in any annual leave

year unless an individual terminates their employment or service.

6.7 Notification of Return to Work Following Maternity or Adoption Leave

It is assumed that, unless advised otherwise, all police officers and police staff will return to work at the end of the maximum period of maternity leave/adoption:

- The individual is requested to complete a form, provided in their maternity/adoption pack, confirming to MFSS their intention to return to work on the date planned, 8 weeks' prior to their return date. 21 days is the minimum notice of return.
- If an individual wishes to return to work earlier than originally planned they must give notice of this. 8 weeks' prior notification is requested to assist in enabling changes to pay to be made by MFSS. The minimum period is 21 days notice.
- If an individual wishes to change their hours of work they should speak to their manager at the earliest possible stage to agree this.

Please refer to the Guide (PG039) for more information on notification periods and returning to work.

Some officers/staff may opt to return early and then take Shared Parental Leave. Please refer to the Shared Parental Leave Procedure (PD649) for more information.

6.8 Breast Feeding

An individual returning to work who wishes to continue breast feeding their child should write to their line manager 21 days prior to their return date.

The line manager should ensure a risk assessment is carried out – for further information, please refer to Health and Safety section earlier.

The line manager should refer to the Guide (PG039) for further information about planning for an individual to be able to breastfeed when they return to work.

SECTION 7 IN VITRO FERTILISATION (IVF) OR OTHER FERTILITY TREATMENT

A request for special leave for IVF or other fertility treatment should be discussed with the line manager, providing any supporting documentation from a medical practitioner or specialist at least 28 days in advance of treatment. The line manager should meet to discuss the request. The line manager should update Crown DMS of the agreed leave dates. The G2073 to authorise the leave should be completed and sent to HR Support for the documentation to be filed on the individual's personal file.

SECTION 8 PATERNITY LEAVE

For further information regarding eligibility for Paternity Leave, please refer to the Policy (PS179) and Guide (PG039).

Paternity leave can start on any day of the week as long as the individual has provided the

required notice period. A Paternity Pay and Leave declaration must be completed and authorised by the line manager at least 28 days prior to commencement of the paternity leave via G2072 Paternity Pay and Leave Form. The completed form should be forwarded to MFSS.

If the baby is overdue and the individual would like to amend the paternity leave dates, this should first be discussed with the line manager. Nottinghamshire Police will try and be as flexible as possible within operational constraints. MFSS must be advised as soon as practicable of any changes agreed to leave dates. The line manager should raise an i-service request.

SECTION 9 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, Children and Families Act 2014 and other legislation relevant to policing.