



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PG 039 Police Staff and Police Officer Maternity, Paternity, Shared Parental and Adoption Leave

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Registered Owner: Denise Hill - Head of HR & OD

Author: James Lunn

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PD 640 Police Staff and Police Officer Maternity, Paternity and Adoption Leave Procedure
PD 649 Shared Parental Leave Procedure

Authorised (Head of Dept/FEB)

Signed: **Date:**

Name: Denise Hill

Post: Head of HR & OD

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	Nov 2013	Sue Peckham	Senior HR Partner	Review and change to Police Regulations.
2.0	June 2015	Roberta Norris	HR Consultant	Review in light of changes to adoption leave and the introduction of Shared Parental Leave. MFSS arrangements.
2.1	April 2017	James Lunn/Bal Dosanjh	Senior HR Manager/Senior HR Consultant	Review and changes according to the Police Staff Council Handbook
2.2	February 2018	James Lunn	Senior HR Manager	Updated in line National Police Chief's Council and PFEW advice

SECTION 2 AIMS / OBJECTIVES

This guide should be read in conjunction with the PS 179 & PD 640 Maternity, Paternity, Shared Parental and Adoption Leave policy and procedures and a dedicated procedure for PD 649 Shared Parental Leave.

The Maternity, Paternity, Shared Parental and Adoption Leave Policy provides the framework for family leave provisions available to police officers and police staff. It should be noted that there are differences in provision between police officers and police staff and this will be highlighted where applicable. This is due to the differences between employment legislation covering police staff and Police Regulations 2003 for police officers.

The aim of the guide is to provide greater detail on maternity, paternity and adoption leave to support individuals and managers within this period in an individual's life.

There is a more detailed procedure on PD 649 Shared Parental Leave

Terminology

The Maternity, Paternity, Shared Parental and Adoption Leave Policy and associated guides and procedures make reference to a number of specialist terms, below is a list of abbreviations that may be found in these documents.

Continuous service	To determine which maternity scheme you are eligible for, you need to know that date you commenced employment Nottinghamshire Police for police staff and the date you joined the Police Force for police officers
EWC	Expected Week of Childbirth
OML	Ordinary Maternity Leave
SML	Statutory Maternity Leave
AML	Additional Maternity Leave
SMP	Statutory Maternity Pay
SPP	Statutory Paternity Pay
OMP	Occupational Maternity Pay
EMP	Enhanced Maternity Pay
MATB1	Maternity certificate issued to confirm the expected week of childbirth
EMP	Enhanced Maternity Pay
MA	Maternity Allowance
PL	Paternity Leave
APL	Additional Paternity Leave
SAP	Statutory Adoption Pay
OAL	Ordinary Adoption Leave
AAL	Additional Adoption Leave
ASL	Additional Support Leave
APLA	Additional Paternity Leave (adoption)
SPL	Shared Parental Leave
ShPP	Shared Parental Pay
KIT/SPLIT	Keeping in Touch days /Shared Parental Leave KIT
QW	Qualifying Week

MFSS administers maternity, paternity, shared parental and adoption leave for Nottinghamshire Police. The relevant individual or line manager can contact MFSS via service requests on 800 2290.

SECTION 3 DETAILS

3.1 MATERNITY LEAVE

Maternity leave allows pregnant police officers and police staff to prioritise the health of both themselves and their baby both before and after the birth of their child. It also gives pregnant police officers and police staff the chance to prepare for the arrival of the new child and to then recover and have time to bond with their baby before returning to their job.

The best time to commence maternity leave

It is for the individual to decide when to commence maternity leave. Nottinghamshire Police, in line with legislation, require 28 days' notice of the date a police staff member plans to commence their maternity leave. Regulations state that a police officer must give 21 days' notice of their intention to commence maternity leave.

If Statutory Maternity Pay (SMP) is to be paid at the commencement of maternity leave, then a police officer must give 28 days' notice. When SMP is to be paid, individuals should start maternity leave on a Sunday and end it on a Saturday (first day back should be a Sunday).

For a police officer, they may take maternity leave up to six months prior to the expected week of birth and finish up to 12 months after the birth. This should be considered carefully as it could result in a period of zero pay.

For police staff, under the new changes in the police staff council handbook, means that employees, who are pregnant on or after 1st April 2017, would be eligible to access the new provisions.

The changes to police staff maternity leave is in line with police officers. Police staff who are pregnant on or after the 1st April 2017, will be entitled to a maximum period of maternity leave of 15 months, which can be taken in one or more periods. The period in which maternity leave can be taken starts six months before the expected week of childbirth and ends no later than 12 months afterwards. It must be noted that it is not compulsory to take all of the Statutory Maternity Leave period. It is a requirement to take 2 weeks of compulsory maternity leave after the baby is born.

A reasonable amount of paid time 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 evidence of appointments, except for the initial first appointment.

An expectant father or the partner of a pregnant woman is entitled to time off work to accompany the woman at up to 2 antenatal appointments. This time is unpaid. "Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long term relationship with her.

The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they

expect to satisfy the conditions and apply for a Parental Order. The time off for partners is capped at six and a half hours for each appointment.

Maternity

Pay Police

Officer

The option is for police officers to choose one of the following:

- Weeks 1 to 13 at full pay and weeks 14 – 23 at half pay Or
- Weeks 1 to 18 at full pay

To ensure that individuals are treated equally and receive equal payments regardless of which option is chosen SMP will be paid at half rate from weeks 14 to 23 for a woman who has taken the option of extending her final 5 weeks occupational maternity pay.

Therefore the options are:

- Take full police maternity pay for 18 weeks and statutory maternity pay thereafter Or
- Take full maternity pay for 13 weeks, and then receive half police maternity pay and half SMP from weeks 14 to 23, and SMP only thereafter.

Police Staff

63 weeks or more service at EWC:

- 18 weeks full pay is paid on the condition that the staff member will return to work after maternity leave and will complete one month's service. Where the staff member does not return to duty as prescribed at the end of the maternity leave, the full pay must be repaid. Staff member may exchange the final 5 weeks of the 18 weeks full pay for 10 weeks at half pay and half rate SMP.

Any queries regarding pay should be via MFSS.

Sickness

The pregnant mother continues to be eligible for sick pay as per their contract of employment or police regulations.

Police Officers

Should the pregnant mother be absent from work due to a pregnancy related illness during the 4 weeks before the baby is due, statutory maternity pay (SMP) will commence from the following day of absence. Maternity leave and maternity pay will continue to commence on the day the police officer notified the force that she wishes it to commence.

Police Staff

Should the pregnant mother be absent from work due to a pregnancy related illness during the 4 weeks before the baby is due, maternity leave will commence from the following day of absence.

Sickness absence which is attributed to pregnancy should be recorded but not taken into consideration when reviewing attendance under PS 147 Attendance Management Policy. The absence should not contribute to trigger points. Sickness absence which is not connected to pregnancy should be recorded and may be taken into consideration when reviewing attendance under PS 147 Attendance Management Policy.

Post Natal Depression (PND)

Post Natal Depression is a type of depression some women experience after they have had a baby. It usually develops in the first 4-6 weeks after giving birth although it can be several months later.

If an individual experiences PND whilst on maternity leave it is not recorded as sickness, it is still considered maternity leave. If an individual is diagnosed as having PND on her return to work then this should be recorded as sickness. It will be recorded but not taken into consideration for attendance management purposes.

Health and Safety

It is essential that the health and safety of the pregnant police officer or police staff is not put at risk whilst they continue to work during their pregnancy. This also covers new mothers of 6 months.

If as a result of the maternity risk assessment, the line manager and the individual believe that limited duties for police officers and recuperative duties for police staff should be put in place, the discussion should be documented.

Recuperative duties vary from individual to individual and role to role dependent on personal circumstances. The duties should be agreed, documented and regularly reviewed. If there is difficulty in agreeing the recuperative duties or actions from the maternity risk assessment then Occupational Health or the Health and Safety Advisor may be able to provide some assistance. Recuperative duties may include the individual working reduced hours. All cases should be reviewed on their merits what is critical is that the health of the mother and unborn child is not put at risk. If someone is working reduced or amended hours the line manager should update DMS.

The risk assessment is a live document during the individual's pregnancy and on their return to work.

Please refer to the PD 640 & PG 039 Police Staff and Police Officer Maternity, Paternity and Adoption Leave Procedure and Managers Guide for more information on risk assessments and health and safety.

Uniform

Maternity wear is supplied for uniformed police officers & uniformed police staff only. CID police officers are not included in this as they do not have standard uniform issued. It is not compulsory for the police officers or police staff to wear our maternity wear but it is there for them, if they still feel that they want to retain their Police Identity.

The maternity list is as follows:

- 5 Shirts (long & short sleeved available)
- 2 Lower Garments (skirt or trousers)
- 1 Bump Band
- 1 Cardigan
- 1 Cravat

Maternity wear can be viewed on the intranet by going into:
Department - Uniform Store - Under the headings at the bottom of the page you will see
Maternity Wear - Click on and all the items are there.

Please refer to the PD640 Police Staff and Police Officer Maternity, Paternity and
Adoption Leave Procedure for information on ordering maternity wear.

Contact during your pregnancy

As an individual continues to work throughout their pregnancy, the line manager must
ensure contact with the individual is maintained. The health and safety of the individual
and their unborn child is paramount.

General discussion on appointments should be shared as far in advance as possible to allow the line manager to ensure the appropriate coverage.

Childcare Vouchers

Nottinghamshire Police participate in a scheme that allows an individual to give up an amount of their gross (before tax) salary, commonly called salary sacrifice. This amount is then paid directly to the childcare provider. The saving for the individual is that income tax and National Insurance is not paid of this amount.

Childcare providers have to be registered to accept the vouchers. Full details may be found on the HR Intranet page or the government website www.gov.uk. Income tax information may be found on the website www.hmrc.gov.uk

Important Changes to Childcare Salary Sacrifice

From 6 April 2018, in line with government changes, the Nottinghamshire Police Childcare Sacrifice Scheme closed to new applicants. You may be able to get **Tax-Free Childcare** instead.

You can keep participating if you've joined our scheme prior to the 5 April 2018, as long as:

- you stay with the same employer and we continue to run the scheme
- you don't take an unpaid career break of longer than a year

Tax-Free Childcare

For more information and assistance please visit: www.childcarechoices.gov.uk. This site is intended for you to make a decision on which scheme is suitable. The decision over which scheme is suitable for you depends upon your personal circumstances.

If you are an existing member of the scheme, please note:

You can't continue to participate in the Nottinghamshire Police childcare scheme if you successfully apply for Tax-Free Childcare. If you are already signed up to our salary sacrifice then you must advise us by emailing the childcare@nottinghamshire.pnn.police.uk inbox within 90 days if you start receiving Tax-Free Childcare. We will then stop your directly contracted childcare scheme as you are not able to participate in both. Once you've told Nottinghamshire Police that you're getting Tax-Free Childcare, there is no option to rejoin our scheme.

Breast Feeding

Nottinghamshire Police recognise the value of breast feeding and the major health benefits that the mother and baby receive from 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, or when reasonably practical.

Line managers' should undertake a risk assessment with the individual, (see earlier section on Health and Safety), and should be flexible with regard to working patterns of breast feeding mothers. Where practical, the line manager should make arrangements for a lockable room, which will be clean, warm and with a comfortable chair and provide access to a fridge for the storage of expressed milk. Reasonable time spent breastfeeding and expressing milk will be paid during working hours and is in addition to the normal breaks e.g. lunch break. Where a mother is breast feeding but chooses not to express milk, it is the mother's responsibility to make arrangements for her child to be brought to her place of work.

Other factors: Miscarriage, fatality, still birth.

If, an unfortunate event should happen that an individual suffers a miscarriage, or their child is stillborn after 24 weeks of pregnancy or suffers a fatality; the maternity provisions continue to apply.

If a miscarriage should occur prior to 24 weeks of pregnancy, line managers will manage the situation sympathetically. Discretionary leave or sickness absence may apply.

This will be managed on an individual basis dependent on the needs and wishes of the individual and by medical considerations.

Individuals affected by such circumstances can contact HR support who will provide advice and support to the individual concerned. CiC can be approached for confidential counselling support.

3.2 ADOPTION LEAVE

The matter of adoption leave and pay relates purely to where a UK Adoption Agency has confirmed the adoption of newly matched children and adoptive parents. Adoption leave therefore does not include situations where a step parent is adopting a partner's child. If more than 1 child is adopted at the same time an individual will only be entitled to the appropriate adoption leave.

The right to adoption leave now mirrors that of maternity as a right from the first day of

employment/service. There are qualifying criteria for eligibility for paid adoption leave.

Intended parents in surrogacy arrangements, where there is, or an intent to apply for, a Parental Order and employees involved in 'foster to adopt arrangements' one of the parents can be eligible for statutory adoption leave and, where eligible, pay.

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

Please refer to the policy PS 179 Police Staff and Police Officer Maternity, Paternity and Adoption Leave Policy for full details of the entitlement to adoption leave and pay. More information on adoption leave can be found in the PD 640 Police Staff and Police Officer Maternity, Paternity and Adoption Leave Procedure.

3.3 PATERNITY LEAVE

Paternity leave is a period of paid leave for those individuals whose partners give birth or adopt a child. For the purposes of identifying whether an individual qualifies, the definition of a partner is 'someone who lives with the mother of the baby in an enduring family relationship but is not an immediate relative'. It applies to partners of either sex.

There are a number of factors which should be met to be eligible for paternity leave. There are also restrictions on when this can be taken. It must be taken within 56 days of the actual date of birth of the child or around the time of adoption. To qualify for paternity leave the partner will have had to have worked continuously for 26 weeks ending with the 15th week before the baby is due. Paternity leave is available to be taken either one or two consecutive calendar weeks' paid paternity leave. It cannot be taken as single days or broken down into hours.

To be eligible the individual:

- Must have or expect to have responsibility for the child's upbringing.
- Be the biological father of the child or the mother's husband, civil partner or partner (includes same-sex partners)
- Be the nominated career who is the person nominated by the mother to assist in the care of the child and provide support to the mother on or around the time of birth.

If a person loses a baby they can still take Ordinary Paternity Leave if the child was stillborn after 24 weeks of pregnancy or born alive at any point of the pregnancy. An individual affected by this should contact HR Support who will provide advice and support to the individual concerned. CiC also provides confidential support and counselling.

3.4 SHARED PARENTAL LEAVE

Shared Parental Leave (SPL) is a legal entitlement for eligible parents of babies due, or placed for adoption on or after 5 April 2015. It must be taken between the baby's birth and first year or within one year of adoption. A period of 2 weeks compulsory maternity or adoption leave must be taken after the birth or adoption and before any SPL.

If you are eligible for SPL and/or Shared Parental Pay (ShPP) there is a right to bring maternity/adoption leave and/or pay period to an end early. The balance of maternity/adoption leave and/or pay becomes available for either parent to take as shared parental leave and/or pay, subject to meeting the eligibility criteria for leave and/or pay.

SPL applies to couples in a surrogacy situation who have, or intend to apply for, a parental order and who qualify for adoption leave and meet other SPL eligibility criteria. One parent must be genetically related to the child and the child must live with the parents.

Further detailed guidance on eligibility, notification requirements etc. can be found in the dedicated Shared Parental Leave Guide PD649

3.5 OTHER ARRANGEMENTS WHILE ON LEAVE

Items to be returned to the Force prior to commencing maternity/adoption or shared parental leave

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.

Contact Whilst on Maternity, Adoption or Shared Parental Leave

Contact during maternity, adoption or shared parental leave is the responsibility of both the individual and the line manager. It is helpful for both parties to agree how they will maintain regular contact whilst the individual is on leave.

Contact allows Nottinghamshire Police to be aware of how the individual and their new born or adopted child are doing and to keep the individual up to date with force news. It allows the individual to still feel part of the Force community, be kept up to date and eases the individual back to work when their leave finishes.

Line managers can support individuals to keep up to date with Force news by agreeing how this can be managed prior to the period of leave commencing. If the Force is going through any change then the individual should be invited to meetings and sent the relevant correspondence to ensure that they are aware of any changes to the Force and department.

Keeping in Touch Days (KIT)/Shared Parental Leave in Touch (SPLIT)

The legislation allows an individual on maternity/adoption leave to work 10 KIT days without bringing their leave to an end.

Police officers and staff taking Shared Parental Leave (SPL) can agree to attend up to 20 days during SPL without bringing their SPL to an end or impacting on their right to claim ShPP for that week. These days are known as Shared Parental Leave in Touch (SPLIT) days.

SPLIT days are in addition to the 10 'Keeping in Touch' (KIT) days available to those on maternity or adoption leave.

It is up to the individual if they work any or all the KIT/SPLIT days. The days can be used for training, attending court or any work activity that is undertaken for the purposes of keeping in touch with work.

KIT/SPLIT days cannot be used during the two weeks after giving birth/child's placement as this is a mandatory period of maternity/adoption leave.

Payment for KIT/SPLIT days is based on the normal daily pay rate. The pay is for the actual hours worked up to a maximum of 8 hours for police officers and 7.4 hours for police staff. It is pro rata for part-time police officers or police staff. Line managers are responsible for notifying MFSS who will in turn advise Payroll. MFSS will process the payment after the time has been worked. These payments do not affect SMP/SAP/ShPP.

Court Appearance Whilst on Maternity, Adoption or Shared Parental Leave

Unless in possession of a doctor's certificate, which states that the individual is unable to attend court, the individual will be expected to attend court whilst pregnant or on maternity/adoption/shared parental leave.

Failure to attend may result in a witness summons which will require attendance. It is probable that only a medical certificate stating that the individual was not fit to attend court, would excuse attendance.

If an individual officer or staff member is required to attend court whilst on leave; it will be treated as a KIT/SPLIT day which is paid time and will not affect SMP/SAP/ShPP

In all cases of court attendance, the line manager will advise MFSS of the hours worked to ensure the KIT/SPLIT day is recorded and paid.

Any expenses claim should be made via i-expenses.

Annual leave

Annual leave prior to commencing maternity/adoption or shared parental leave should be requested in the normal way via Crown DMS.

Annual leave and public holidays continue to accrue whilst an individual is on maternity/adoption or shared parental leave. Annual leave may be taken at the beginning of or end of the period of maternity/adoption or shared parental leave to allow an extension to the time off from work.

Police Staff can take annual leave during a break in maternity leave; otherwise any accrued or unused annual leave should be carried over to the next leave year.

For police officers annual leave cannot be taken in between a period of paid maternity/adoption or shared parental leave and an unpaid period.

The 5 day maximum carry forward does not apply. Individuals returning from maternity, shared parental or adoption leave are entitled to carry forward all outstanding 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.

Housing/Rent Allowance – Police Officers

Housing/Rent allowance continues to be paid whilst a police officer is in receipt of full pay. When a police officer's pay is SMP/SAP or nil pay, the rent/housing allowance will be suspended. If the individual's partner is a serving police officer, then the officer can request that the rent allowance be reassessed when the period of full pay ends. It is the police officer's responsibility to request the reassessment.

Return to Work

It is assumed that individuals will return to work for Nottinghamshire Police when their maternity/adoption/shared parental leave is complete.

It is acknowledged that there is no statutory requirement for police staff to provide notice of their return, unless they wish to return early, and that for police officers the minimum notice period is 21 days. However, individuals are requested to confirm their return to work from maternity/adoption leave 8 weeks before their return. This is in order to enable the changes in pay to be processed in time for the return. A form will be provided in the information pack provided by MFSS.

If the police officer or staff member wishes to return to work earlier than the expected return date 8 weeks' notice is requested in order to make the necessary changes in preparation for their return. The minimum period is 21 days.

It is important to recognise that some police officers or police staff may want to return to duty on different hours/shifts/days.

Policies and procedures that may be useful are:

- Flexible Working Policy/ Procedure (PS 149/ PD 613)
- Parental Leave Policy (PS 154/ PD 615)
- Career Break Policy/ Procedure (PS 145/ PD 039)
- Police Staff Flexitime Policy (PS 160).

Managers should hold discussions with officers or staff to explore the options and help to facilitate the smooth return to work in time to enable the individual concerned to make their arrangements for return, e.g. childcare.

Please refer to the dedicated procedure on PD649 Shared Parental Leave for information about returning to work after SPL and required notice periods.

Under the Equality Act 2010 individuals should be treated no less favourably for exercising their right to maternity/adoption leave. Police officers will return to duty on the same hours as before their maternity/adoption leave. Police staff will return to work on the same terms and conditions as before their maternity/adoption leave.

If individuals wish to resign then the appropriate notice period should be provided. It should be noted that although it is not necessary to repay SMP/SAP, the additional monies under police regulations and the additional payments made to police staff must be repaid. Please refer to the PS179 Policy for more details regarding any payback.

Probation

If an individual is still within their probationary period when they commence maternity/adoption or shared parental leave, it is possible that the probationary period may be extended to complete all the relevant stages of their training.

3.6 ADDITIONAL PATERNITY LEAVE/ADDITIONAL MATERNITY SUPPORT/ADDITIONAL ADOPTION SUPPORT LEAVE

This right is only now applicable to babies due or adoption placements commencing before 5th April 2015. For births due or adoption placements made after this date please see the dedicated Shared Parental Leave Procedure and Section 8 of the Maternity, Paternity, Shared Parental and Adoption Leave policy.

Fathers and partners are entitled to take an additional period of paternity leave of up to 26 weeks. For the father or partner to benefit from this provision the mother or primary adopter must have been in receipt of SMP, MA or SAP and returned to work and not exercised their full entitlement to maternity or adoption leave. Additional paternity leave is from 2 to 26 weeks. Leave can only start 20 weeks after birth or adoption and must stop on the child's first birthday or 52 weeks after the child starts living with the adopter. It can only be taken in multiples of weeks. 8 weeks; notice is required to request APL.

3.7 IN VITRO FERTILISATION (IVF) OR OTHER FERTILITY TREATMENT

Nottinghamshire Police recognises the emotional pressures of IVF or other fertility treatment. It is the force's intention to ensure that individuals are fully supported when undergoing this procedure.

Fertility treatment may include:

- Frozen Embryo Replacement (FER)
- Gamete Intra-fallopian Tube Transfer (GIFT)
- Intra-Cytoplasmic Sperm Injection (ICSI)
- In-Vitro Fertilisation (IVF)
- Zygote Intra-Fallopian Tube Transfer (ZIFT)

Line managers should recognise the emotional impact fertility treatment can cause and ensure the strictest confidentiality is maintained at all times to respect the dignity of the individual during any treatment.

It should be acknowledged that fertility treatment may cause the individual to suffer side effects from their treatment. Any additional absences outside of the authorised paid leave should be recorded and managed in line with PS147 Attendance Management Policy. For the purposes of pregnancy related absences and individual will be deemed to be pregnant from the point at which the embryos are implanted.

Due to the nature of fertility treatment it is recognised that an individual may request temporary flexible working arrangements. The line manager should consult HR and Occupational Health to discuss options available. Reasonable adjustments can be made using the range of flexible options available. Each case should be reviewed on its merits.

3.8 FOSTERING

It is often asked whether foster parents/careers qualify for parental leave or other such benefits. Foster careers must be registered with and contracted to a local authority or independent fostering provider. Increasingly foster careers are seen as professional and receive a fee on a basis of being self-employed. Fostering is different to adoption because when a child is in foster care, the child's parents or the local authority still have legal responsibility for the child. Therefore foster carers cannot generally claim parental leave, etc.

The 2014 Children and Families Act and regulations on Shared Parental Leave include rights for those who are 'fostering to adopt'. Please refer to the dedicated procedure on SPL (PD649).

3.9 FURTHER INFORMATION

Further information is available from:

The **Department of Work and Pensions** (DWP) provides details on statutory benefits. www.dwp.gov.uk

For information on tax and benefits the **HMRC** be found at: www.hmrc.gov.uk

Mumsnet

This is a website for parents written by parents. The aim of the site is to make parents' lives easier by pooling knowledge, advice and support. It contains a considerable amount of information, advice, offers, reviews and blogs www.mumsnet.com

The Health and Safety Executive can be found at www.hse.gov.uk/mothers/index.htm
This provides greater detail on risk assessments and night working.

The **CIPD** website contains a significant amount of information on maternity, paternity and adoption. It goes into a great deal of detail.

www.cipd.co.uk/hr-resources/employment-law-faqs/maternity-paternity-adoption.aspx

Public Services in one place is the government website which provides information on pay and benefits. www.gov.uk there are specific sections concerning maternity, shared parental and adoption leave and pay.

A charitable website that funds research. **Tommy's** provides information about pregnancy and childbirth. With leaflets that provide a lot of useful information. www.tommys.org/shop provides a free pregnancy booklet.

The **National Health Services** provides a range of information on their website regarding pregnancy and parenting. This may be found at: www.nhs.uk/conditions/pregnancy-and-baby/pages/pregnancy-and-baby-care.aspx

SECTION 4 LEGISLATIVE COMPLIANCE

A very wide range of legislation governs maternity, paternity and adoption leave and pay. Most of the relevant legislation can be found consolidated into the Employment Rights Act 1996 or the Employment Relations Act 1999. However, the Employment Act 2002 and the Work and Families Act 2006 also brought in some significant changes to the law in this area.

Some of the details of the rights and principles contained in the main Acts are to be found in the various implementing regulations.

The Children and Families Act 2014 introduced Shared Parental Leave, included surrogacy in adoption leave provisions and aligned adoption leave with maternity leave.

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; Children and Families Act 2014; Employment Relations Act 1999, and other legislation relevant to policing.