



**NOTTINGHAMSHIRE
POLICE**

PS 154 Parental Leave Policy

Type of Document: Policy

Version: 2.0

Registered Owner: Head of HR & OD

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Replaces document (if applicable) Parental Leave Policy February 2013

Linked Documents: Maternity, Paternity, Shared Parental and Adoption Leave Policy PS179
Discretionary Leave PS150
PD 615 Parental Leave Procedure
G 2028 Parental Leave Form

Authorised (Head of Dept/FEG)

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	October 2012	Sue Peckham	Senior HR Partner	Replaced old unregistered Policy from 2006
2.0	May 2015	Roberta Norris	HR Consultant	Change to Regulations from April 2015 Children and Families Act 2014 Update re pension contacts

SECTION 2 AIMS / OBJECTIVES

Nottinghamshire Police is committed to delivering the highest standards of policing to the communities of Nottinghamshire through the utilisation of a highly trained, skilled and motivated workforce.

Fundamental to that commitment is the development of work-life balance initiatives that will enhance the maintenance of an efficient, effective and diverse workforce.

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.

Parental Leave is a separate and additional leave facility to those provided for under Paternity, Shared Parental, Maternity and Adoption Leave.

The aim of the policy is to provide clear and consistent information for police officers and police staff on the provision of parental leave. Parental leave is to allow a parent to spend more time with a child aged up to 18 years of age. Nottinghamshire Police will facilitate parental leave whilst ensuring that there are sufficient resources available to meet operational requirements.

SECTION 3 DETAILS

3.1. Scope

The policy applies to police officers and police staff working for Nottinghamshire Police. Any differences between police officer and police staff entitlements are highlighted.

3.2. Key principles

- Requests for parental leave will be considered in a fair, timely and consistent manner taking into account operational requirements
- The qualifying period of employment for police staff or service for police officers required to take parental leave is 1 year
- The parent must be named on the birth certificate or have parental responsibility under the law for the child. In some cases the legal responsibility will have passed to a guardian
- Parental leave is unpaid
- During the period of unpaid parental leave any allowances normally paid to a police officer will cease.

3.3 Eligibility

To be eligible to apply for parental leave one of the following criteria must be met. The individual applying must be:

- the mother of the child
- the father of the child, if registered as the child's father
- the father, if he has acquired parental responsibility under the Children's Act 1989. This is either achieved by a court order or an agreement between the mother and father that complies with certain legal requirements
- a guardian appointed under Section 5 of the Children's Act 1989
- an adoptive/parental order parent

3.4 Entitlement

- Each parent can take up to 18 weeks unpaid leave for each child under the scheme. The leave is pro rata for part-time police officers and police staff
- The leave must be taken in blocks of a week. If the child is disabled then parental leave can be taken as individual days. A 'week' equals the length of time the individual normally works over 7 days
- An individual may take a maximum of 4 weeks per leave year for any 1 child. The leave must be taken before the child's 18th birthday

3.5 Pension

- Individuals have the option of paying pension contributions on any period of unpaid leave on their return to work to keep pension service unbroken
- Throughout the period of parental leave employment remains unchanged and continuous for the purposes of employment, pay and leave

Any person requiring pension advice is advised to contact the Pensions Administrator Mouchel via:

- Email to penmail@mouchel.com
- Phone on 01642 727333

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; Children and Families Act 2014 and other legislation relevant to policing.