



<u>Policy Title</u>	Additional Leave and Time off Work
<u>CCMT Sponsor</u>	Director of Resources
<u>Department/Area</u>	Human Resources
<u>Section/Sector</u>	Employment Relations Team

CONTENTS:

1.0 Rationale

2.0 Intention

3.0 General Principles

4.0 Guidance, Procedures & Tactics

5.0 Challenges & Representations

6.0 Communication

7.0 Compliance and Certification

- 7.1 [Human Rights Audit](#)
- 7.2 [Diversity Impact Assessment](#)
- 7.3 [Diversity \(Human Resources\)](#)
- 7.4 [Management of Police Information \(MoPI\)](#)
- 7.5 [Community Engagement Standards](#)
- 7.6 [Data Protection](#)
- 7.7 [Freedom of Information Act](#)
- 7.8 [Protective Markings](#)
- 7.9 [Health & Safety at Work](#)

8.0 Monitoring and Review

1.0 Rationale

In addition to annual leave, there are a number of other statutory entitlements for time off work for officers and staff. These entitlements involve paid and/or unpaid time off work, dependant upon the circumstance and are detailed in various legislation. The Force also provides for non-statutory time off work in specific circumstances. It is important for both individuals and line managers to be aware of the varying entitlements. The document is based on the following legislation:

Additional Paternity Leave Regulations 2010
The Work and Families Bill 2006
The Police Regulations 2003 and supporting Determinations
The Employment Act 2002
The Employment Relations Act 1999
The Maternity and Parental Leave Regulations 1999
The Adoption Act 1976

2.0 Intention

The purpose of this document is to provide guidance to officers, staff and line managers on the different entitlements, whether they are paid or unpaid, the effect on pay, service and pensions and the process for making applications for the various types of time off work.

3.0 General Principles

3.1 Scope

This policy applies to all Police Officers and Police Staff employed by the Authority.

3.2 Entitlements and Payment

Each of the types of leave described in [Appendix A](#) for Police Officers and [Appendix B](#) for Police Staff has differing qualification periods, entitlements and in some cases payment. Members of staff should ensure that they are making an application for the appropriate type of leave to suit their individual circumstances. Entitlements and payments for part time staff will be paid on a pro rata basis, as appropriate. Further advice can be sought from the HR Service Desk.

3.3 Giving notification

Members of staff should give as much notice as possible when making an application for one of the leaves detailed in the appendices. In some specific cases such as Time off for Dependants or Compassionate Leave, retrospective applications can be made. In such circumstances, members of staff should make every effort to inform their line managers as soon as possible and to give an indication as to the period of leave required.

3.4 Recording of time off work

All time off granted under this policy must be recorded on Peoplesoft.

4.0 Guidance, Procedures & Tactics

Guidance, eligibility criteria and procedures are contained in [Appendix A](#) for Police Officers and [Appendix B](#) for Police Staff.

5.0 Challenges & Representations

Challenges to the Policy should be addressed to:
Head of HR Business Services
Thames Valley Police Headquarters
Oxford Road
Kidlington
OX5 2NX

6.0 Communication

6.1 Links to Police National Legal Database/Other

This policy should be read in conjunction with the:
Abstraction and Annual Leave policy
Adoption Leave Policy
Maternity Guidance for Police Officers
Maternity Guidance for Police Staff

6.2 Implementation Strategy

This policy will be published on the Policy and Procedures intranet site, the Thames Valley Police website, Manager's Briefing and will be included in Weekly Orders

7.0 Compliance and Certification

7.1 Human Rights Certification

A Human Rights Audit is completed.

(i) Legal Basis

(ii) Human Rights Articles Engaged

(iii) Prohibition of Discrimination

7.2 Diversity Impact Assessment

A Diversity Impact Assessment is completed.

7.3 Diversity (Human Resources)

In the application of this policy, the Force will not discriminate against any persons regardless of their gender, sexual orientation, race or ethnic origin, religion, age or disability.

7.4 Management of Police Information (MoPI) Compliance

This policy does not affect any of the key business areas as identified by Management of Police Information (MoPI).

7.5 Community Engagement Strategy and Standards

This policy has no community engagement implications.

7.6 Data Protection

Personal information processed in compliance with this policy will be managed in accordance with the provisions of the Data Protection Act 1998.

7.7 Freedom of Information Act

This policy is suitable to be made available to the public and can be published on the Thames Valley Police Freedom of Information Publication Scheme.

7.8 Protective Markings

This policy has been assessed as NOT PROTECTIVELY MARKED.

7.9 Health & Safety at Work

There are no Health and Safety implications.

8.0 Monitoring and Review

This policy document will be reviewed every two years. The review will take into account the following criteria

- Changes in legislation
- Court rulings – Domestic, European and Human Rights
- Examples of good practice from other Forces or other organisations
- Changes in Home Office Circulars
- Developments with ACPO Policy Unit
- Representations made by individuals and relevant organisations
- Relevant Equality data

This policy will be reviewed in December 2013

Appendices

Appendix A – Police Officers

A.1 Maternity Leave

Maternity Leave is a complex area, it is key that pregnant Officers read the detailed [Maternity – Guidance for Police Officers](#)

A.1.1 Eligibility for Maternity Leave

There is no service qualification for taking Maternity Leave. All officers who give notice of their pregnancy can take Maternity Leave commencing 6 months before the expected date of delivery and ending up to 12 months after the Expected Week of Childbirth (EWC).

A.1.2 Maternity Leave Entitlement

The maximum amount of Maternity Leave that an officer can take during the 18 month period is 15 months.

A.1.3 Maternity Leave Pay

Maternity Pay normally comprises of Statutory Maternity Pay (SMP) and Police Maternity Pay (PMP).

A.1.4 Statutory Maternity Pay (SMP)

Qualification

In order to qualify for SMP the officer must have:

- 26 weeks continuous service at the 14th week before the expected week of childbirth
- worked in the Qualifying Week
- earned at least as much as the lower earning limit for paying National Insurance contributions in the Qualifying Week

Payment of SMP

SMP is paid for a period of 39 weeks in total:

- officers are entitled to 13 weeks on full pay
- the following 26 weeks at lower rate SMP.

Where both Police and Statutory Maternity Pay are paid, the PMP is offset by the amount of SMP.

A.1.5 Police Maternity Pay (PMP)

Qualification

Officers who have completed not less than 1 year's continuous service at the beginning of the 11th week before the expected week of childbirth and who remain pregnant or have given birth 15 weeks before the EWC are entitled to PMP.

Payment of PMP

- officers are entitled to 13 weeks on full pay

To retain the PMP, the officer must return to duty for a period of at least one month.

A.2 Adoption Leave

To obtain detailed information, officers should read the [Adoption Policy](#) on the Force Intranet.

A.2.1 Eligibility for Adoption Leave

All Police Officers are entitled to one week's adoption leave on full pay, there are no qualifying criteria for this entitlement.

Ordinary Adoption Leave (OAL) is a statutory right for all officers who meet the following criteria:

- newly matched with a child for adoption by an approved adoption agency (as defined in the Adoption Act 1976).
- has worked continuously for Thames Valley Police for 26 weeks leading into the week in which they are notified of being matched with a child for adoption.

Officers are required to give notice of their intention to take adoption leave within 7 days of being notified that they have been matched for adoption. They need to state when the child is expected to be placed and when they want their Adoption Leave to start. Where it is not reasonably practicable for the officer to give notice within 7 days, the notice should be given as soon as possible.

Officers who are eligible for OAL will automatically qualify for Additional Adoption Leave (AAL).

A.2.2 Adoption Leave Entitlement

Officers are entitled to:

26 weeks Ordinary Adoption Leave followed immediately by
26 weeks Additional Adoption Leave, making a total of
52 weeks leave.

A.2.3 Adoption Leave Pay

All officers are entitled to 1 week's Adoption Leave on full pay.

Police officers who have a minimum of 26 weeks but less than one year's continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to 39 weeks Statutory Adoption Pay (SAP) followed by 13 weeks unpaid leave.

Police officers who have at least one year's continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to full pay for the first 13 weeks of Adoption Leave plus a further 26 weeks at SAP followed by 13 weeks unpaid.

OAL is normally paid for the full 26 week period, with SAP continuing to 39 weeks if the officer takes adoption leave in to the additional adoption leave period.

If the Officer does not return to work for Thames Valley Police for a period of at least one month after their Adoption Leave has finished, TVP may claim back the Occupational Payment.

A.3 Ordinary Paternity Leave (Maternity Support Leave)

A.3.1 Eligibility for Ordinary Paternity Leave

The officer must:

- have or expect to have responsibility for the child's upbringing or
- be the biological father of the child or the mother's husband/partner or in the case of adoption be the spouse/partner of an adoptive parent

Female officers in a same sex partnership are eligible for comparable leave. Officers are only eligible for one period of leave irrespective of whether more than one child is born as the result of the same pregnancy, or placed as a result of the same adoption.

A.3.2 Ordinary Paternity Leave Entitlement

Police Officers are required to inform their line manager of their intention to take Ordinary Paternity Leave as soon as reasonably practicable. Officers wishing to change the notification date on which they want to commence their Ordinary Paternity Leave should give as much notice as possible.

Officers are entitled to:

- 2 consecutive working weeks (10 working days / 80 hours) (hours pro rata for part time staff).

This leave must be taken as a single block of either 1 week or 2 consecutive working weeks. The leave cannot be taken as individual working days or separate weeks.

Leave can start on any day of the week, on or following the child's birth or placement. This must be completed within 56 days of the actual date of birth of the child, or in the case of adoption, within a period of 56 days beginning with the date of the child's placement.

A.3.3 Ordinary Paternity Leave Pay

All officers are entitled to the first 40 hours of Ordinary Paternity Leave to be paid at full pay (pro rata for part time staff) and will be offset by the Statutory Paternity Pay which is paid at the same rate as Statutory Maternity Pay.

Only officers who have 26 weeks continuous service at the 14th week before the expected week of childbirth will be entitled to be paid for the second period at the statutory Paternity Pay rate.

A.4 Additional Paternity Leave

Additional paternity leave allows eligible officers to take up to 26 weeks' leave to care for their new child, possibly with additional paternity pay. This leave and pay is only available to eligible officers if the child is born on or after 3 April 2011 and the mother of the child has returned to work before using her full entitlement to maternity leave.

A.4.1 Eligibility for Additional Paternity Leave

The officer must:

- have or expect to have responsibility for the child's upbringing, or
- be the biological father of the child or the mother's husband/partner (including same-sex partner or civil partner) or in the case of adoption be the spouse/partner of an adoptive parent, and

- have worked continuously for Thames Valley Police or another Force for 26 weeks leading into the 15th week before the baby is due or by the week in which the adopter is notified of having been matched with a child for adoption.

Officers are eligible for one period of Additional Paternity Leave for each pregnancy, irrespective of whether more than one child is born as the result of the same pregnancy or placed as a result of the same adoption.

A.4.2 Additional Paternity Leave Entitlement

Officers who are eligible are entitled to take a minimum of 2 weeks and a maximum of 26 weeks (a week is any period of 40 hours, pro rata for officers working Part Time) additional paternity leave within the first year of their child's life provided they meet the following criteria:

- their spouse/partner gives birth on or after 3 April 2011, if the baby is due **on or after 3 April 2011** but is born earlier, the member of staff is still entitled to additional paternity leave.
- the mother must be entitled to statutory maternity leave, statutory maternity pay or maternity allowance and has returned to work before using her full entitlement to maternity leave. (A return to work means has resumed working and does not include annual, sick or parental leave directly after the maternity leave. Once the mother has returned to work any subsequent period of leave does not affect entitlement to additional paternity leave).
- the date of the leave starts any time from 20 weeks after the child is born.
- the leave is taken as a single block in multiples of complete weeks. (the minimum period is 2 consecutive weeks and the maximum period is 26 weeks).
- at least 8 weeks notice in writing of the date of the start of the leave is given. Officers wishing to change the notification date on which they want to commence their Ordinary Paternity Leave should give the Force as much notice as possible.

A.4.3 Additional Paternity Leave Pay

Additional statutory paternity pay is payable to eligible officers who meet the entitlement criteria for additional paternity leave and:

- they are taking time off to care for their child during the partner's 39 week (20 – 39 weeks) and their partner, the mother is entitled to statutory maternity pay, maternity allowance or statutory adoption pay.

- their partner, the mother has returned to work before using her full entitlement to maternity leave.

A.4.4. Recall to duty

Police Officers may be recalled to duty at any time. This should only be for exceptional reasons such as court attendance or a disciplinary hearing

For further information and the Additional Paternity Leave application form please refer to the staff portal.

A.5 Parental Leave

A.5.1 Eligibility for Parental Leave

The right to Parental Leave applies to mothers and fathers and to a person who has obtained legal parental responsibility for a child. To be eligible the officer must have completed one year's service with the Force.

Parents/Adopters are able to start taking Parental Leave as soon as the child is born or placed for adoption, or as soon as they have completed the required one year's qualifying service with TVP, whichever is later.

A.5.2 Parental Leave Entitlement

Officers who qualify for Parental Leave are entitled to a total of 13 weeks, 18 weeks for parents of disabled children, pro rata for part time staff.

Parental Leave must be taken during the first 5 years (18 years for parents of disabled children) of the child's life. If the child is adopted Parental Leave must be taken within the first 5 years of adoption or up to the child's 18th birthday, whichever is first.

In the case of multiple births, the officer is entitled to a separate 13 working week period in respect of each child (18 weeks for a child with a disability).

Leave must be taken in blocks of 1 working week at a time, up to a maximum of 4 working weeks per year. In the case of children entitled to Disability Living Allowance, parents can take leave in individual days.

Each period of 12 months commences on the date on which the child is born or adopted or when the officer has one year's continuous service, whichever date is later.

Should a Bank Holiday occur during Parental Leave this will be accrued and taken at a later date.

A.5.3 Parental Leave Pay

Parental Leave is unpaid.

A.5.4 Requesting Parental Leave

The minimum amount of notice to take Parental Leave is 21 days.

The request for leave should be made to the line manager using a Parental Leave Form located on the Staff Portal site under "Forms"

The Line Manager must reply to the request within 7 days of receipt of the request.

A.5.5 Postponing Parental Leave

Parental Leave cannot be postponed by TVP if it has been requested for the period immediately after the birth or adoption of the child, providing the officer has given the required 21 days notice, or if this is not possible as much notice as possible.

In all other circumstances, if the line manager considers it necessary Parental Leave may be postponed for up to 6 months for organisational / operational needs. In this event, the line manager must confirm the postponement arrangements and the agreed revised dates in writing, within 7 days of the original request.

If Parental Leave is postponed beyond the final year, the parent retains the right to take the remaining leave time.

A.6 Time off for Dependants (TOD)

A.6.1 Eligibility for Time off for Dependants

There is no qualification period for TOD. A dependant is the husband, wife, partner, child or parent of the officer. This also includes a person who lives in the same household as the officer but is not a tenant, boarder, lodger or employee.

A.6.2 Time off for Dependants leave entitlement.

The regulations enable officers to take action which is necessary to deal with an unexpected or sudden problem concerning a dependant and make any necessary longer term arrangements. The circumstances under which an officer can take time off are listed below. Reference to illness or injury includes mental illness or injury.

- To provide assistance if a dependant falls ill, gives birth or has been injured or assaulted.

- To make care arrangements for a dependant who is ill or injured.
- In consequence of the death of a dependant.
- To deal with an unexpected disruption or termination of care arrangements for a dependant.
- To deal with an unexpected incident involving the officer's child whilst under the supervision of the school.

In most cases one or two days should be sufficient to deal with the problem. For example, if a child falls ill with chickenpox, the leave should be enough to help the officer to cope with the immediate care of the child, visiting the doctor if necessary and to make longer term care arrangements. It would not entitle the officer to take 2 weeks TOD to look after a sick child.

A.6.3 Payment for Time off for Dependants

TOD is on full pay.

A.6.4 Requesting Time off for Dependants

Officers must inform their line manager as soon as practicable of the reason for their absence and how long they expect to be away from work. In exceptional circumstances where an officer returns to work before it was possible to contact their line manager he/she must still inform the line manager the reason for their absence on returning to work.

A.7 Career Break

Officers who are eligible for a Career Break may be absent from the Force for up to 5 years. Please refer to the Career Break policy for further details and the application procedure.

A.8 Compassionate Leave

A.8.1 Eligibility for Compassionate Leave

There is no qualification period for taking Compassionate Leave. Compassionate Leave may be granted to officers who need to be absent from work at short notice due to reasons connected with a bereavement, serious illness or injury of an immediate family member or dependant.

For the purposes of this policy 'immediate family' can be defined as spouse/partner, parent, parents in law, siblings and children (either the officer's or their partner's children). Dependant is defined as an individual who relies on the officer for the provision of care in the event of serious illness or injury. These definitions are provided as guidance and each application should be treated individually.

A.8.2 Compassionate Leave Entitlement

Compassionate Leave for up to 5 days can be granted by the LPA/OCU Commander or Head of Department. Requests for Compassionate Leave in excess of 5 days should be referred to the Head of HR Business Services for approval. Retrospective applications for Compassionate Leave can be made, under such circumstances the officer has the responsibility to inform their line manager as soon as possible indicating the period of Compassionate Leave they have taken.

A.8.3 Payment for Compassionate Leave

Compassionate Leave is on full pay.

A.9 Special Leave

A.9.1 Membership of Reserve Forces

Officers who are TVP authorised members of the Volunteer Reserve Forces and who are liable to be 'called up' for active service will be granted up to 6 days (48 hours) paid leave to attend training camps.

A.9.2 Jury Service

Officers can be called for jury service. Whilst on Jury Service officers will receive their police salary in the normal way, expenses for travel, parking and lunch can be claimed from the Court. In the event the officer is released from requirement for jury service, he/she must return to work.

A.10 Study Leave

Time off for study may be granted to individuals pursuing learning for the purpose of professional development. Please refer to the [Support for Study Policy](#) for more information.

A.11 Unpaid Leave

In extreme circumstances when all other forms of paid leave have been exhausted, officers can apply for unpaid leave. Applications for periods of 3 months or less should be made in writing to their line manager who should consult with the LPA/OCU Commander or Head of Department who will make the decision.

Requests for unpaid leave in excess of 3 months should be referred to the Head of HR Service Delivery for approval. A deduction will be made from salary for the total number of hours taken as unpaid leave. Unpaid leave will be reckonable for service but not for pension contributions. Officers are advised to seek advice on their pension before taking any unpaid leave.

Appendix B – Police Staff

B.1 Maternity

Maternity Leave is a complex area, it is key that pregnant members of staff read the detailed [Maternity - Guidance for Police Staff](#) which can be located on the Force Policy and Procedures intranet site.

B.1.1 Eligibility for Maternity Leave

Providing the appropriate notice is given, all pregnant members of staff regardless of length of service, are entitled to both Ordinary Maternity Leave (OML) and Additional Maternity Leave (AML).

B.1.2 Maternity Leave Entitlement

OML is 26 weeks and AML runs for a further 26 weeks starting immediately after OML.

Maternity Leave can start at any time after the beginning of the 11th week before the Expected Week of Childbirth (EWC).

B.1.3 Maternity Leave Pay

Maternity Pay normally comprises of Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP).

B.1.4 Statutory Maternity Pay (SMP)

Qualification

In order to qualify for SMP the member of staff must have:

- been continuously employed for 26 weeks up to and including the 15th week before the EWC (also known as the Qualifying Week)
- worked in the Qualifying Week
- earned at least as much as the lower earnings limit for paying National Insurance contributions in the Qualifying Week

Payment of SMP

SMP is paid for a period of 39 weeks in total;

- First 6 weeks at 90% of the member of staff's earnings

- Following 33 weeks at Flat Rate SMP or 90% of Qualifying Week earnings, whichever is less

B.1.5 Occupational Maternity Pay (OMP)

Qualification

To qualify for OMP the member of staff must have been continuously employed by Thames Valley Police for 26 weeks up to and including the 15th week before their EWC (in line with the qualification periods for Statutory Maternity Pay).

Payment of OMP

- the first six weeks are paid at 90% of current pay or the higher rate of SMP, whichever is greater
- OMP is paid for the following 12 week period of flat rate SMP. In addition to flat rate SMP, Thames Valley Police will supplement the statutory benefit by paying 50% of current salary for this 12 week period.
- the remaining 21 weeks will be paid at the flat rate of SMP.

If the member of staff does not return to work for Thames Valley Police for a period of at least three months after their Maternity Leave has finished, TVP may claim back the Occupational Payment.

B.2 Adoption Leave

To obtain detailed information, members of staff should read the [Adoption Policy](#) which can be located on the Policy and Procedures site of the Force Intranet.

B.2.1 Eligibility for Adoption Leave

Ordinary Adoption Leave (OAL) is a statutory right for all members of staff who meet the following criteria:

- has been newly matched with a child for adoption by an approved adoption agency (as defined in the Adoption Act 1976).
- has worked continuously for 26 weeks leading into the week in which they are notified of being matched with a child for adoption.

Members of staff are required to give notice of their intention to take Adoption Leave within 7 days of being notified that they have been matched for adoption. They need to state when the child is expected to be placed and when they want their adoption leave to start. Where it is not

reasonably practicable for the member of staff to give notice within 7 days, the notice should be given as soon as reasonably possible.

Members of staff who are eligible for OAL will automatically qualify for Additional Adoption Leave (AAL).

B.2.2 Adoption Leave Entitlement

Members of staff are entitled to:

26 weeks Ordinary Adoption Leave followed immediately by
26 weeks Additional Adoption Leave, making a total of
52 weeks leave.

B.2.3 Adoption Pay

To be entitled to Statutory Adoption Pay (SAP) the member of staff must have been continuously employed for 26 weeks leading into the week in which they are notified of being matched with a child for adoption. SAP is paid during the first 39 weeks of Adoption Leave.

To qualify for Additional Occupational Payment the member of staff must have been continuously employed by Thames Valley Police for 26 weeks leading into the week in which the individual is notified of being matched with a child for adoption.

The Additional Occupational Payments for Police Staff are as follows:

- the first 6 weeks are paid at 90% of the current pay.
- the following 12 weeks are paid at 50% of salary in addition to SAP payments.
- the remaining 21 weeks will be paid at the standard SAP rate.

OAL is normally paid for the full 26 week period, with SAP continuing to 39 weeks if the member of staff takes AAL.

If the member of staff does not return to work for Thames Valley Police for a period of at least three months after their Adoption Leave has finished, TVP may claim back the Occupational Payment.

B.3 Ordinary Paternity Leave

B.3.1 Eligibility for Ordinary Paternity Leave

The member of staff must:

- have or expect to have responsibility for the child's upbringing

- be the biological father of the child or the mother's husband/partner (including same-sex partner or civil partner) or in the case of adoption be the spouse/partner of an adoptive parent, and
- have worked continuously for Thames Valley Police for 26 weeks leading into the 15th week before the baby is due or by the week in which the adopter is notified of having been matched with a child for adoption.

Staff are eligible for one period of Ordinary Paternity Leave for each pregnancy, irrespective of whether more than one child is born as the result of the same pregnancy or placed as a result of the same adoption.

B.3.2 Ordinary Paternity Leave Entitlement

Staff are required to inform their Line Manager of their intention to take Ordinary Paternity Leave by the 15th week before the baby is due or the child is placed, unless this is not reasonably practicable. Members of staff wishing to change the notification date on which they want to commence their Ordinary Paternity Leave should give the Force as much notice as possible.

Staff are entitled to:

- 2 consecutive working weeks (10 working days / 74 hours) Ordinary Paternity Leave (pro rata for part time staff).

This leave must be taken either as a single block of either 1 working week or 2 consecutive working weeks. The leave cannot be taken as individual working days or separate weeks. Should a Bank Holiday occur during ordinary paternity leave this will be accrued and taken later at a mutually convenient time.

Leave can start on any day of the week, on or following the child's birth or placement. This must be completed within 56 days of the actual date of birth of the child, or in the case of adoption, within a period of 56 days beginning with the date of the child's placement.

B.3.3 Ordinary Paternity Leave Pay

Statutory Paternity Pay (SPP) is paid to eligible members of staff at the same rate as SMP. Thames Valley Police enhances the SPP for the first 37 hours of Ordinary Paternity Leave to full pay (pro rata for part time staff). The remaining period is paid at SPP rate.

For further information and the Ordinary Paternity Leave application form please refer to the staff portal.

B.4.Additional Paternity Leave

Additional paternity leave allows eligible members of staff to take up to 26 weeks' leave to care for their new child, possibly with additional paternity pay. This leave and pay is only available to eligible members of police staff if the child is born on or after 3 April 2011 and the mother of the child has returned to work before using her full entitlement to maternity leave.

B.4.1 Eligibility for Additional Paternity Leave

The member of staff must:

- have or expect to have responsibility for the child's upbringing, or
- be the biological father of the child or the mother's husband/partner (including same-sex partner or civil partner) or in the case of adoption be the spouse/partner of an adoptive parent, and
- have worked continuously for Thames Valley Police for 26 weeks leading into the 15th week before the baby is due or by the week in which the adopter is notified of having been matched with a child for adoption.

Staff are eligible for one period of Additional Paternity Leave for each pregnancy, irrespective of whether more than one child is born as the result of the same pregnancy or placed as a result of the same adoption.

B.4.2 Additional Paternity Leave Entitlement

Members of staff who are eligible are entitled to take a minimum of 2 weeks and a maximum of 26 weeks (a week is any period of 37 hours, pro rata for staff working Part Time) additional paternity leave within the first year of their child's life provided they meet the following criteria:

- their spouse/partner gives birth on or after 3 April 2011, if the baby is due **on or after 3 April 2011** but is born earlier, the member of staff is still entitled to additional paternity leave.
- the mother must be entitled to statutory maternity leave, statutory maternity pay or maternity allowance and has returned to work before using her full entitlement to maternity leave. (A return to work means has resumed working and does not include annual, sick or parental leave directly after the maternity leave. Once the mother has returned to work any subsequent period of leave does not affect entitlement to additional paternity leave).
- the date of the leave starts any time from 20 weeks after the child is born.

- the leave is taken as a single block in multiples of complete weeks. (the minimum period is 2 consecutive weeks and the maximum period is 26 weeks).
- at least 8 weeks notice in writing of the date of the start of the leave is given. Members of staff wishing to change the notification date on which they want to commence their Ordinary Paternity Leave should give the Force as much notice as possible.

B.4.3 Additional Paternity Leave Pay

Additional statutory paternity pay is payable to eligible members of staff who meet the entitlement criteria for additional paternity leave and:

- they are taking time off to care for their child during the partner's 39 week (20 – 39 weeks) and their partner, the mother is entitled to statutory maternity pay, maternity allowance or statutory adoption pay.
- their partner, the mother has returned to work before using her full entitlement to maternity leave.

For further information and the Additional Paternity Leave application form please refer to the staff portal.

B.5 Parental Leave

B.5.1 Eligibility for Parental Leave

The right to Parental Leave applies to mothers and fathers and to an individual who has obtained legal responsibility for a child. To be eligible to take Parental Leave the member of staff must have completed one year's continuous employment with the Force.

Parents/Adopters are able to start taking Parental Leave as soon as the child is born or placed for adoption, or as soon as they have completed the required one year's qualifying service with TVP, whichever is later.

B.5.2 Parental Leave Entitlement

Staff who qualify for Parental Leave are entitled to a total of 13 weeks, 18 weeks for parents of disabled children, pro rata for part time staff.

Parental Leave must be taken during the first 5 years (18 years for parents of disabled children) of the child's life. If the child is adopted Parental Leave must be taken within the first 5 years of adoption or up to the child's 18th birthday, whichever is first.

In the case of multiple births, the employee is entitled to a separate 13 working week period in respect of each child (18 weeks for a child with a disability).

Leave must be taken in blocks of 1 working week at a time, up to a maximum of 4 working weeks per year. In the case of children entitled to Disability Living Allowance, parents can take leave in individual days which will not be counted as full weeks.

Each period of 12 months commences on the date on which the child is born or adopted or when the member of staff has one year's continuous service, whichever date is later.

Should a Bank Holiday occur during Parental Leave this will be accrued and taken at a later date.

B.5.3 Parental Leave Pay

Parental Leave is unpaid.

B.5.4 Requesting Parental Leave

The minimum amount of notice to take Parental Leave is 21 days.

The request for leave should be made to the Line Manager using a Parental Leave Form located in the forms section of the Staff Portal.

The Line Manager must reply to the request within 7 days of receipt of the request.

B.5.5 Postponing Parental Leave

Parental Leave cannot be postponed by TVP if it has been requested for the period immediately after the birth of the child or the adoption of the child, providing the member of staff has given the required 21 days notice, or if this is not possible as much notice as possible.

In all other circumstances, if the line manager considers it necessary Parental Leave may be postponed for up to 6 months for organisational / operational needs. In this event, the line manager must confirm the postponement arrangements and the agreed revised dates in writing, within 7 days of the original request.

If Parental Leave is postponed beyond the final year, the parent retains the right to take the remaining leave time.

B.6 Time off for Dependants (TOD)

B.6.1 Eligibility for Time off for Dependants

There is no qualification period for TOD. A dependant is the husband, wife, partner, child or parent of the employee. This also includes a person who lives in the same household as the employee.

B.6.2 Time off for Dependants entitlement.

This entitlement enables Staff to take action which is necessary to deal with an unexpected or sudden problem concerning a dependant and make any necessary longer term arrangements. The circumstances under which a member of staff can take time off are listed below. Reference to illness or injury includes mental illness or injury.

- To provide assistance if a dependant falls ill, gives birth or has been injured or assaulted.
- To make care arrangements for a dependant who is ill or injured.
- In consequence of the death of a dependant.
- To deal with an unexpected disruption or termination of care arrangements for a dependant.
- To deal with an unexpected incident involving the member of staff's child whilst under the supervision of the school.

In most cases one or two days should be sufficient to deal with the problem. For example, if a child falls ill with chickenpox, the leave should be enough to help the member of staff to cope with the immediate care of the child, visiting the doctor if necessary and to make longer term care arrangements. It would not entitle the member of staff to take 2 weeks TOD to look after a sick child.

B.6.3 Payment for Time off for Dependants

TOD is unpaid.

B.6.4 Requesting Time off for Dependants

Members of Staff must inform their line manager as soon as practicable the reason for their absence and how long they expect to be away from work. In exceptional circumstances where a member of Police Staff returns to work before it was possible to contact their line manager he/she should still inform the line manager of the reason for their absence on returning to work.

B.7 Compassionate Leave

B.7.1 Eligibility for Compassionate Leave

There is no qualification period for taking Compassionate Leave. Compassionate Leave may be granted to Police Staff who need to be absent from work at short notice due to reasons connected with a bereavement, serious illness or injury of an immediate family member or dependant.

For the purposes of this policy 'immediate family can be defined as spouse/partner, parent, parents in law, siblings and children (either the employee's or their partner's children). Dependant is defined as an individual who relies on the employee for the provision of care in the event of serious illness or injury. These definitions are provided as guidance and each application should be treated individually.

B.7.2 Compassionate Leave Entitlement

Compassionate Leave for up to 5 days can be granted by the LPA/OCU Commander or Head of Department. Requests for Compassionate Leave in excess of 5 days should be referred to the Head of HR Business Services for approval. Retrospective applications for Compassionate Leave can be made, under such circumstances the member of staff has the responsibility to inform their line manager as soon as possible indicating the period of Compassionate Leave they have taken.

B.7.3 Payment for Compassionate Leave

Compassionate Leave is paid.

B.8 Special Leave

B.8.1 Membership of Reserved Forces

Staff who are authorised members of the Volunteer Reserve Forces and who are liable to be 'called up' for active service will be granted up to 6 days (44.4 hours) paid leave to attend training camps.

B.8.2 Hospital Appointments and donating blood

Paid time off will be granted for hospital and blood donation appointments. The member of staff will normally be required to provide confirmation of the appointment.

B.8.4 Public Duties

Staff who are members of governing bodies of educational establishments or who are Magistrates will be allowed up to six days (44.4 hours) paid time off, during any period of twelve months, to enable them to perform their duties.

B.8.5 Attendance at Court or Employment Tribunal

Members of Police Staff who are called by the Crown Prosecution Service or by the Police Authority's Legal Department to give evidence in court cases will be granted sufficient time off, with pay, to enable them to attend the hearing. Travelling and subsistence allowances should be reclaimed in the normal way.

Employees who, as the result of employment by the Police Authority, are called to give evidence other than by the CPS (e.g., in civil cases or as a defence witness) will be granted sufficient time off with pay to enable them to attend for the purpose of giving evidence. The party calling the witness, other than by a court summons, will be responsible for reimbursing loss including, travelling and subsistence. Sufficient information should be given to the Corporate Finance Department to enable the department to recover the expenses incurred.

B.8.6 Jury Service

Members of Staff may be called for jury service. Whilst on Jury Service, staff will draw their TVP salary in the normal way, expenses for travel, parking and lunch can be claimed from the Court. In the event the member of staff is released from the requirement for jury service, he/she must return to work.

B.9 Study Leave

Time off for study may be granted to individuals pursuing learning for the purpose of professional development. Please refer to the [Support for Study Policy](#) for more information.

B.10 Unpaid Leave

In extreme circumstances when all other forms of paid leave have been exhausted members of staff can apply for unpaid leave. Applications for periods of 3 months or less should be made in writing to their line manager who should consult with the LPA/OCU Commander or Head of Department who will make the decision.

Requests for unpaid leave in excess of 3 months should be referred to the Head of HR Service Delivery for approval. A deduction will be made from salary for the total number of hours taken as unpaid leave. Taking unpaid leave has implications for pension entitlements and members of staff are advised to seek advice on their pension before taking any unpaid leave.