

# **Thames Valley** **Police**

## **Guide to Maternity** **for Police Officers**

**This guide reflects the changes made as a result of a Home Office Circular, incorporating the PNB agreement of the 13th May 2003**

**Amended February 2011**

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## **Glossary of Terms**

### **EWC** Expected Week of Childbirth

Childbirth means the birth of a child whether living or still-born after 24 weeks of pregnancy. The EWC is the week commencing on the Sunday in which Childbirth is expected.

### **QW** Qualifying Week

This is the 15th week before the Expected Week of Childbirth. This is used in order to confirm the entitlement to Statutory Maternity Pay.

### **SMP** Statutory Maternity Pay

Is the term given to payment which will be made in lieu of normal salary during Maternity Leave. The qualification criteria and the amount are set by government and are reviewed annually being upgraded each April. The qualifying conditions which confirm entitlement are detailed in Section 5.1

### **PMP** Police Maternity Pay (referred to in legislation as Occupational Maternity Pay)

Is the general term given to payment, which is granted in lieu of normal salary during Maternity Leave. It is paid by the employer and may supplement Statutory Maternity Pay. The qualifying criteria are set by the Police Support Staff Council and the Police Negotiating Board (ratified by the Home Secretary). There are qualifying conditions, which are outlined in Section 5.3

### **MA** Maternity Allowance

This is paid to members of staff who do not qualify for Statutory Maternity Pay. It is a Social Security Benefit and is paid directly from the Benefits Agency. An application to them must be accompanied by a form SMP1 which is confirmation that the member of staff is not entitled to SMP. This will be distributed by the Finance Department.

### **MAT B1**

This is a certificate confirming pregnancy and EWC which is issued by a medical practitioner or certified midwife. It is the essential medical evidence, which is required to authorise payment of SMP and is usually issued after the 20th week before the EWC.

### **SMP1**

This a form which is issued by the Department for Work and Pensions and completed by the Employer to enable members of staff to claim Maternity Allowance where there is no entitlement to SMP.

# ***Maternity Entitlements – Police Officers***

## **1.0 Introduction**

The entitlement to Maternity provisions for police officers is granted by virtue of Regulations 29 and 33 of the Police Regulations 2003 and supporting Determinations

The Thames Valley Police Maternity Leave Plan which can be found in **Appendix A** of these guidelines should be completed and sent to HR Shared Services as soon as possible after the pregnancy is confirmed. Completing this plan will ensure that TVP receive all the necessary information for the correct levels of Maternity Leave and Maternity Pay to be granted.

## **2.0 Responsibilities**

Before completing the Maternity Leave Plan (Appendix 1) please read the following points carefully.

### **2.1 Responsibilities of the Officer**

Under Police Regulations, the officer is required to notify their Line Manager of the intention to take Maternity Leave as soon as is practicable. This is to ensure that a risk assessment can be conducted to ascertain the suitability of the current post. Risk assessment templates for expectant and new mothers are located on the Health and Safety Intranet site.

There is a requirement for the officer to notify TVP at the latest **by the 15th week before the Expected Week of Childbirth (EWC)**, unless this is not reasonably practicable.

The officer will need to tell her Line Manager and HR Shared Services:

- ↖ that she is pregnant
- ↖ the week the baby is expected to be born
- ↖ when she wants her Maternity Leave to start.

This notification should be made in writing using the Maternity Leave Plan at the back of this guide (see appendix 1). The officer should discuss her intended Maternity Leave with her Line Manager who will endorse the completed plan and forward it to HR Shared Services.

The Expected Week of Childbirth (EWC) must be confirmed by the MAT B1 certificate from the officer's doctor or midwife. Once

it has been issued, not before the 20th week before the EWC, the **original** certificate must be given to HR Shared Services ensuring that it has been signed by a medical practitioner.

The officer will be able to change her mind about when she wants to start her leave providing she notifies her Line Manager and HR Shared Services at least **21 days** in advance (unless this is not reasonably practicable).

Officers who fail to give the required notification (Mat B1) within the specified time limits may lose their legal right to Maternity Leave and SMP. The time limits are only extended in exceptional circumstances where it is not reasonably practicable for the notification to have been given earlier.

## **2.2 Thames Valley Police's Responsibilities to the Officer**

The Force will acknowledge the notification of the officer's intended Maternity Leave **within 28 days of receipt of the Maternity Leave Plan.**

## **3.0 Provision for Health & Safety**

Health and Safety legislation and Force policy require that a risk assessment be conducted as soon as the Force has been informed of the pregnancy and further risk assessments be carried out during the pregnancy. The officer should discuss the risk assessments with her medical advisers and their/her views will be taken into account in any proposed adjustments in role/hours worked. [Risk Assessments](#) 7.1 and 7.2 for expectant and new mothers can be found on the Health and Safety site on the Intranet.

Where a risk assessment results in the officer being placed on restricted duties, efforts should be made to provide the officer with a suitable role in accordance with their skills.

## **4.0 Maternity Leave Entitlement**

### **4.1 Police Maternity Scheme**

The Police Maternity Scheme provides that all female officers irrespective of service can take Maternity Leave commencing six months before the EWC and ending up to twelve months after the EWC.

The maximum amount of Maternity Leave that a female officer can take during that 18 month period is 15 months. Any unpaid

Maternity Leave will also result in any allowances e.g. Competency Related Threshold Payments being lost for that period.

There is an entitlement under Police Regulations for the officer to take split periods of Maternity Leave both before and after Childbirth. It is entirely a matter for the individual as to whether or not they make use of the entitlement. There is no limit on the number of periods which may be taken during the period of Maternity Leave entitlement either before or after child birth (unless the reason is to take annual leave – see 12.0). It is however expected that any period will be of at least one week in duration. Sufficient notice should be given to enable the relevant pay adjustments to be made. There is, however, a legal requirement that a minimum of 2 weeks Maternity Leave is taken immediately following the birth of the baby (see 5.4 Compulsory Maternity Leave).

Please note that SMP cannot be split and therefore the officer will lose any SMP she is entitled to for any period that she works during the paid Maternity Leave period. For example, if the officer works for TVP for a week during her Maternity Pay period the following will occur;

- SMP will be lost for that week
- The officer will receive her salary payment for that week
- An extra week of leave entitlement will be added to the end of the officer's Maternity Leave
- The officer's entitlement to PMP for that week will be paid at the end of her PMP period.

If the officer wishes to split her Maternity Leave in order to take Annual Leave, different conditions apply. Please refer to the annual leave section of this document in section 12.0

## **4.2 Service Conditions**

All officers irrespective of their length of service are entitled to reckon **26 weeks** Maternity Leave as;

- ⌘ continuous service for the purposes of determining pay
- ⌘ part of any probationary period

Officers, who have served continuously for a period of **not less than 26 weeks at the beginning of the 14<sup>th</sup> week before the EWC**, will in addition to reckoning the **26 weeks** Maternity Leave be entitled to reckon any part of the period beginning

with the week of childbirth and ending 29 weeks from the week of childbirth as:

- ⌘ continuous service for the purposes of determining pay
- ⌘ part of any probationary period.

### **4.3 Probation (Student Officers)**

Nothing within paragraph 4.1 and 4.2 shall override regulation 12 Police Regulations 2003 and Determinations Annex C. This confers upon Chief Officers the ability to extend the period of probation for such period as is seen as relevant to the individual circumstances.

### **4.4 Compulsory Maternity Leave**

It is unlawful for an officer to work during the **two week period** commencing with the actual day of Childbirth.

## **5.0 Maternity Pay**

Maternity Pay normally comprises of **Statutory Maternity Pay (SMP)** as outlined in Section 5.1 and **Police Maternity Pay** as outlined at section 5.3. The actual payment will be subject to the qualifying criteria stipulated in these sections.

### **5.1 Statutory Maternity Pay (SMP)**

#### **Qualification**

In order to qualify for **SMP** the pregnant Officer must have;

- been continuously employed by Thames Valley Police 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 earning limit for paying National Insurance contributions in the Qualifying Week

SMP is paid for weeks when the Officer does not work. The one exception is KIT days (Keeping in touch days). Officers are paid at their normal rate for KIT days and receive the appropriate number of 7ths SMP for the remaining days in that week.

If the baby is born early the SMP will be paid from the day following the actual date of birth, not on the date that was originally requested.

If an officer resigns or is dismissed before notifying the Force of the date on which she intends to start her Maternity Leave or before the date they have already notified the Force they intend to start their Maternity Leave the officer will lose the right to maternity leave, but will still be eligible for SMP, if employed after the 15<sup>th</sup> week before the expected week of childbirth.

If the baby is stillborn before the 25th week of the pregnancy, the Officer will not qualify for SMP.

### **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 the Lower Rate SMP or 90% of Qualifying Week earnings, which ever is less**

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

## **5.2 Maternity Allowance (MA)**

### **Qualification**

To qualify for **MA** the following must apply;

- ⌘ the officer does not qualify for SMP
- ⌘ the officer has been employed or self - employed for **at least 26 weeks** during their test period. The test period is a period of **66 weeks** up to and including the week before the EWC
- ⌘ the officer must have **earned at least £30 a week in a 13 week period** of the test period

The earliest the pregnant employee can claim MA is in the **11th week before the baby is due**. The latest is the day after the baby is born.

An employee will stop receiving MA payments if she returns to work before the end of the MA pay period.

### **Payment of MA**

MA is a weekly benefit paid to pregnant women who are not entitled to SMP. It is claimed through the Jobcentre Plus and they should be contacted to obtain the current weekly rate.

If the officer is not entitled to SMP or MA, she may be able to receive Incapacity Benefit. Contact the local Jobcentre Plus for further information.

## **5.3 Police Maternity Pay (PMP)**

### **Qualification**

Officers who have completed **not less than 1 year's continuous service with any Home Office Force 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 Expected Week of Childbirth are entitled to Police Maternity Pay.

### **Payment of Police Maternity Pay**

- ⌘ Officers are entitled to **3 months on full pay**, comprising of 6 weeks of SMP at 90% of salary made up to full pay, then 7 weeks of flat rate SMP made up to full pay

If the baby is born early, the Officer has the option of commencing her Police Maternity Pay on the date that was originally requested.

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

## **6.0 Part time workers**

Under Police Regulations part time workers get the same entitlement to maternity pay and leave as full time officers.

## **7.0 Ante Natal Care**

The officer is entitled to time off for ante-natal care appointments made on the advice of a registered medical

practitioner, registered midwife or registered health visitor. The appointment can include not only medical examinations but also relaxation and parent-craft classes. **The right to time off applies regardless of the length of her service.**

The officer must be prepared to show, on request, a certificate from a registered medical practitioner, midwife or health visitor confirming an appointment has been made.

The amount of time off includes the appointment period, plus travelling and waiting time. All time off for ante-natal care will be paid at the normal rate of pay. It will not be reasonable for TVP to re-arrange an officer's working hours or require her to make up the lost time. However, the member of staff has a responsibility to be reasonable in her requests for time off. Medical appointments and appointments for ante-natal care should be arranged so that as little time as possible is spent away from the workplace.

## **8.0 Sickness trigger**

The normal sickness rules apply if the officer is absent from work because of illness. However, if she is absent from work suffering from a pregnancy related illness **during the four weeks before her EWC**, Maternity Leave will start automatically, regardless of the pre-arranged date stated on the Maternity Leave Plan. The Police Maternity Pay will start at the same time.

## **9.0 Uniform**

If the officer normally wears a uniform, during pregnancy she may wear plain clothes. Alternatively, she may order a new uniform to wear during her pregnancy through Stores.

## **10.0 Annual Leave**

Annual Leave continues to accrue whilst on Maternity Leave, whether paid or unpaid. It is important to remember that **only 5 days leave** may be carried forward from one leave year to the next. In the case of returning from Maternity Leave towards the end of the Annual Leave Year the officer should, wherever possible, ensure that her Annual Leave entitlement is taken before Maternity Leave commences. In order to prevent the officer from losing their annual leave entitlement, TVP allow the officer to take a period of annual leave by splitting their maternity leave after the 13<sup>th</sup> week which is the end of the Police Maternity Payment period.

The following conditions apply to splitting Maternity Leave in order to take Annual Leave:

- Annual leave cannot be taken before the 14<sup>th</sup> week of Ordinary Maternity Leave (OML)
- Annual leave that is taken within the statutory paid period (SMP) which is the first 39 weeks of Maternity Leave will result in the officer's SMP being lost for that period.
- Splitting Maternity Leave for the purpose of taking Annual Leave is only possible in the year in which the holiday is accrued.
  - Notice of the intention to split Maternity Leave with annual Leave must be given prior to the end of the relevant leave year (December 31<sup>st</sup>). Please complete appendix 2 - splitting Maternity Leave.
- Annual leave must be taken in periods of a whole week or weeks, not days at a time or separate blocks of time.

Thames Valley Police allow officers to take Annual Leave during Maternity Leave.

If the officer takes Annual Leave during her Maternity Leave she will receive her salary payment for that time and the equivalent amount of leave entitlement will be added to the end of her Maternity Leave, unless she requests otherwise.

## **10.1 Bank Holidays**

TVP allow officers to accrue Bank Holidays during ordinary and additional Maternity Leave. It is important to remember however that only 5 days of annual leave (which includes accrued bank holidays) can be carried over from one leave year to the next.

## **11.0 Pensions**

Police Regulations state that the first 26 weeks of maternity leave shall count as service for pension purposes.

As SMP is payable for 39 weeks TVP will count the whole 39 weeks as pensionable service, and make the necessary deductions, unless the officer notifies us otherwise in writing. Any maternity leave over 39 weeks does not count as pensionable service unless further contributions are made.

It is the officer's responsibility to notify Corporate Finance, in writing, of their interest in buying back this period of unpaid leave for pension purposes. The officer must do this within 3 months of returning from the period of maternity leave in question. The officer will then be sent a letter outlining how much it will cost to buy back this period of unpaid maternity.

If maternity leave is split for the purpose of taking annual leave, this may affect the repayments of the pension contributions.

For further information on how Maternity Leave affects an Officer's pension, contact the Force's Pensions Administrator (details available from Corporate Finance).

## **12.0 Rent Allowance / Housing Allowance / South East Allowance**

Rent, Housing and South East allowances **cease after the 13 weeks of Police Maternity Leave**. Partners who are also serving police officers may apply for reassessment of full rent or housing allowance pending a return to work by the officer on Maternity Leave. Applications should be made on a Gen 46 to the Director of Resources.

## **13.0 Police Accommodation**

If the officer lives in police accommodation prior to Maternity Leave, the following will apply:

- ⌘ if her partner is not a Thames Valley Police officer, the situation need not change provided she remains employed as a police officer. On resignation she will be required to leave the premises
- ⌘ if her partner is a Thames Valley Police officer, the accommodation will remain rent free

## **14.0 Court Attendance**

An officer required to attend court as a police witness must ensure she is booked as "on duty". The officer must also complete the Court Attendance form (Appendix E) and forward the completed form to HR Shared Services who will inform payroll.

Prior to court attendance a risk assessment will be conducted.

The officer will be paid her normal daily rate when attending court.

If a Medical Practitioner indicates in writing that court attendance would be detrimental to the health of the officer or her baby, she may not be required to attend court. The decision rests with the Court.

## **15.0 Financial contributions**

During unpaid Maternity Leave, financial contributions, such as those for the Federation and insurance contributions will not be deducted from the officer's salary. Should the officer wish contributions to continue during the unpaid period of Maternity Leave, she will need to contact the relevant organisation to make alternative arrangements. Also see section 13 – Pensions.

## **16.0 Reasonable contact**

Officers on Maternity Leave and their line managers are entitled and encouraged to remain in contact with each other during the period of Maternity Leave. This could be to discuss work arrangements or other issues that will assist with the return to work, such as flexible working requests. Reasonable Contact is separate from Keeping in Touch days (see below).

## **17.0 Keeping in Touch days (KIT days)**

KIT days allow an officer on Maternity Leave to carry out up to 10 days work for TVP during Maternity Leave (apart from 2 weeks following the birth). TVP is not obliged to offer KIT days and the officer can choose whether or not to attend KIT days.

Reasons for arranging KIT days could be to attend relevant training, team days, meetings, or to complete projects that the officer was working on prior to maternity leave.

For each KIT day worked, the Officer will receive their normal hourly pay for however many hours worked. Working a KIT day does not bring the Maternity Leave to an end or extend it and will not effect SMP payments.

Payment for KIT days worked will be processed after completion of **Appendix F** of this policy which should be sent to HR Shared Services.

## **18.0 Returning to work**

## **18.1 Contact Prior to return to work**

Where possible line managers should contact and visit officers prior to their return to work to discuss any issues that may be included in a return to work risk assessment.

## **18.2 Return to work Interview**

On the officer's first day back following Maternity Leave she should have a return to work interview with her Line Manager. The interview will include:

- ✎ a discussion about her role
- ✎ training that may be required arising from any changes which occurred in the Department or role whilst the officer has been away from the work place
- ✎ completion of a return to work risk assessment
- ✎ ensuring that she is fully aware of her leave entitlements e.g. to Parental Leave, Time off for Dependents and the possibility of working part time in the future should this be required
- ✎ An officer may postpone her return if she is ill in which case normal contractual provisions will apply.

## **19.0 Breastfeeding**

Breastfeeding mothers are permitted to express milk or have their baby brought to the workplace for breastfeeding during the working day. Officers wishing to breastfeed in the workplace should inform their line manager prior to returning to work so that the line manager can put the necessary arrangements in place, which will include:

- Ensuring that the specific risk assessment for new and breastfeeding mothers (<http://knowzone/int-sp-home/int-sp-chg-circ/int-sp-chg-circ-fam/int-sp-chg-circ-fam-mat/int-sp-chg-circ-fam-mat-risk.htm>) is included in the return to work interview and the necessary changes resulting from the risk assessment are put in place.
- Making arrangements for the use of a lockable room during breastfeeding. For example, an office which will be

clean and warm with a comfortable chair and is close to hand washing facilities.

- If required, arranging for the relevant Business Unit to request a fridge to be supplied by Procurement solely for the use of the officer during the period of breastfeeding.

Time spent breastfeeding and expressing milk will be paid during working hours. It is a separate break from work and in addition to the normal breaks such as a lunch break.

## **20.0 Death of a Baby and Still-Birth**

If a baby dies or is still-born after 24 weeks pregnancy the normal Maternity benefits still apply. Where this occurs before 24 weeks sympathetic consideration should be given to the circumstances and where necessary special leave or sick leave should be granted as appropriate.

In sensitive cases, guidance can be sought by the line manager from HR Shared Services or the Occupational Health department.

## **21.0 Childcare**

Thames Valley Police has implemented a Childcare voucher scheme with the national company Busy Bees. This is available to all officers who can apply to receive vouchers to pay for childcare in exchange for part of their monthly salary. The voucher can only be redeemed by their child's carer and does not attract National Insurance contributions therefore making a saving for officers.

If the officer is receiving SMP and maternity pay a reduction in her salary during the 8 week period before the 15<sup>th</sup> week before the EWC will reduce entitlements and therefore Busy Bees advise that people do not take childcare vouchers during these weeks. If the officer is unsure of how this affects them, please contact the Finance Department or Busy Bees direct on the number below.

For more information about this scheme, please contact the Busy Bees helpline on **08000 430860** and request a Parent Pack.

## **22.0 Parental Leave**

Parental leave is available to qualifying staff and amounts to **13 weeks unpaid leave during the first 5 years of the child's life or during the first 18 years for children who have a disability**. Staff wishing to take Parental Leave should refer to the Additional Leave and Time off work policy on the Intranet.

### **23.0 Time off for Dependants**

This type of leave is intended to provide for short term difficulties, usually one or two days and will be paid. Further information on requesting time off for dependants can be found in the Additional Leave and Time off work policy on the Intranet.

### **24.0 Paternity Leave (Maternity Support Leave)**

The officer's partner, if a serving officer, may be eligible for Paternity Leave and should refer to the Additional Leave and Time off work policy on the Intranet.

### **25.0 Career Breaks**

An officer on a career break who becomes pregnant shall give notice as soon as reasonably practicable:

- (i) that she is pregnant,
- (ii) of the expected date of birth of her child
- (iii) of her decision whether to exercise her entitlement to suspend the career break.
- (iv)

The officer shall be entitled to suspend her career break so that Regulations 29 and 33(7) and the Secretary of State's Determinations thereunder may apply to her.

**Appendix A**

**MATERNITY LEAVE PLAN - POLICE OFFICERS**

**I am giving you this form to let you know that I am pregnant and to notify you of when I want to start my Maternity Leave and begin receiving Statutory Maternity Pay (SMP) if I am eligible for it.**

<p><u>Personal Details</u></p> <p>Name:</p> <p>OCU/BCU:</p> <p>Home email address:</p>	<p>Shoulder number:</p> <p>Line Manager:</p>
<b>Notes</b>	
<p><i>When the baby is expected</i></p> <p>My baby is due in the week beginning:</p> <p>Sunday .....</p> <p><b>(date of Expected Week of Childbirth)</b></p> <p><u>A certificate confirming this:</u></p> <p><b>a) Has been given to you already</b> [ <input type="checkbox"/> ] tick box</p> <p><b>b) Is enclosed with this form</b> [ <input type="checkbox"/> ] tick box</p> <p><b>c) Will be given to you shortly</b> [ <input type="checkbox"/> ] tick box</p>	<p><b><u>Expected Week of Childbirth (EWC)</u></b>            The Expected Week of Childbirth is the week, beginning Sunday, in which it is expected you will have your baby.</p> <p><b><u>MAT B1 Certificate</u></b>            You should give HR Shared Services a certificate giving the Expected Week of Childbirth at least 21 days before you wish to start your Leave. This is the MATB1 form which your doctor or midwife will provide around the 20<sup>th</sup> week of pregnancy.</p>

Starting Maternity Leave

I intend to start my Maternity Leave on:

.....(day)

..... (date)

Returning after Maternity Leave

TVP will assume that you will take your full entitlement of maternity leave unless you indicate otherwise.

Should you wish to return on a date earlier than your full entitlement, please enter this below:

.....(day)

.....(date)

You will be required to give 21 days notice if you change your return to work date (Appendix B).

Please note if you intend to split Maternity Leave in order to take annual leave (Appendix C) you have the option of postponing your return to work date by the equivalent time taken for annual leave.

If I qualify for Police Maternity Pay, I would like to receive this pay;

While I am on Maternity Leave [ ] tick box

**Or**

When I return after my Maternity Leave period finishes [ ] tick box

**(This option is not available if your employment with Thames Valley Police is due to cease during the Maternity Leave period).**

**Date due back to work**

You are due back to work on the next working day after your full Maternity Leave entitlement finishes.

**Police Maternity Pay**

This comes under Police Regulations.

To qualify you will have worked for at least 1 year by the 11<sup>th</sup> week before your expected week of confinement.

If you receive this payment during your Maternity Leave, you must return to work for Thames Valley Police for a period of **1 month** at the end of your Maternity Leave otherwise this payment will be claimed back from you. If you do not receive this payment during your Maternity Leave you will be paid it after completing **1 month** service after your Maternity Leave. You will be entitled to keep any other Statutory Pay that you receive while on Maternity Leave.

**Telling Thames Valley Police you want to return on a different date**

If you want to return to work before the date you have indicated, you must give HR Shared Services at least **21 days notice** of your intended return date.

**Unable to return**

If you cannot return, for example because you are sick, the normal procedures apply as detailed in the sickness management policy.

**Deciding not to return**

If you decide, whether now or later, that you do not intend to return to work you must give the notice period required by your contract of employment.

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You should now sign the form and give copies to your Line Manager and HR Shared Services.  
**Please keep a copy of it for yourself.**

**Signed** ..... **Date** .....

**For HR use only: (please complete)**

I have informed the line manager (name... ..) to conduct a Maternity (expectant mothers) Risk Assessment once the member of staff has returned to work, located on the Health and Safety site on the Intranet

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Appendix B**

**Change of return to work date**

You are due back to work at the end of your full maternity leave entitlement or on the date you indicated on your maternity plan.

If you want to return on a different date you must give HR Shared Services at least 21 days notice.

<p><u>Personal Details</u></p> <p>Name:</p> <p>BCU/OCU:</p>	<p>Shoulder number:</p> <p>Line Manager's name:</p>
<p>I intend to return to work before the end of my full maternity entitlement or on a different date indicated on my Maternity Plan. The date I intend to return to work on is;</p> <p>..... (date)</p>	<p><b><u>Effect on SMP</u></b> If you return to work before the end of your Maternity Pay Period, your entitlement to SMP will cease.</p> <p><b><u>Compulsory Maternity Leave</u></b> The law requires that all women take Compulsory Maternity Leave immediately after the birth of their baby. Thames Valley Police cannot let you return before your Compulsory Maternity Leave period is up, which is <b>2 weeks</b> from the date of birth.</p>
<p>You should sign the form now and send a copy to your Line Manager and HR Shared Services. Don't forget to keep a copy of it for yourself.</p> <p><b>Signed..... Date.....</b></p> <p><b><u>For HR use: (please complete)</u></b></p> <p>I have informed the line manager (name... ..) to conduct a Maternity (new mothers) Risk Assessment once the member of staff has returned to work, located on the Health and Safety site on the Intranet</p> <p><b>Signed</b> _____</p> <p><b>Date</b> _____</p>	

**Appendix C**

**Application to take annual leave during Maternity Leave**

Please refer to section 12.0 - Annual leave in the maternity policy for further guidance.

<p><u>Personal Details</u></p> <p>Name:</p> <p>BCU/OCU:</p>	<p>Shoulder number:</p> <p>Line Manager's name:</p>
<p>I intend to take annual leave during my Maternity Leave (whole weeks only)</p> <p>Commencing .....</p> <p>Ending .....</p> <p>N.B If you work shifts you will need to use the shift pattern you worked previously to calculate the length of time your annual leave will cover. If you chose for this time to be added to the end of your Maternity Leave, please indicate your new return to work date on appendix B (provided you can give 21 days notice).</p>	<p><b><u>Effect on SMP</u></b></p> <p>Annual leave that is taken within the statutory paid period (the first 39 weeks of Maternity Leave) will result in SMP being lost for that time.</p> <p><b><u>21 days notice for change of return to work date</u></b></p> <p>If you take Annual Leave during your Maternity Leave you will receive your salary payment for that period and the equivalent amount of leave entitlement (for the quantity of Annual Leave taken) can be added to the end of your Maternity Leave should you chose for this to be added on. Any change of return to work date however must be given within 21 days of your original return to work date.</p> <p><b><u>Relevant leave year</u></b></p> <p>Splitting Maternity Leave for the purpose of taking Annual Leave is only possible in the year in which the holiday is accrued.</p>
<p>You should sign the form now and send a copy to your Line Manager and HR Shared Services. Don't forget to keep a copy of it for yourself.</p>	

**Signed..... Date.....**

**Appendix D – Part 1**

**MATERNITY LEAVE PLAN – CAREER BREAKS**

Personal Details Name ..... OCU/BCU .....	Shoulder number .....  Line Manager's name .....
My baby is due in the week beginning: ..... (date of Expected Week of Childbirth)  I intend to stop my career break and begin my Maternity Leave on: Sunday.....(date)  My Maternity Leave will finish on .....(date)	<b>Expected Week of Childbirth (EWC)</b> The Expected Week of Childbirth is the week, beginning Sunday, in which it is expected you will have your baby.  <b>Start date</b> It is your decision when you start your Maternity Leave which can be any date commencing six months before your Expected Week of Childbirth up to the day after the baby is born.  If you wish to change this date you must give Thames Valley Police at least 21 days notice of when you want to start your Maternity Leave.  <b>Date due back to work</b> You are due back to work on the next working day after your Maternity Leave finishes. You are entitled to a maximum of 15 months leave in total which can be up to a maximum of 12 months after your baby is born. Resumption of the career break will be subject to further agreement between the Head of HR Service Delivery and the officer.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Appendix D – Part 2**

**MATERNITY LEAVE PLAN – CAREER BREAKS AND OTHER PAYMENTS**

**Notification of Payments**

**Please use this form to inform Thames Valley Police of any Maternity related payments you may be receiving if you are starting Maternity Leave during a career break. Please forward to HR Shared Services.**

<p><b>Personal Details</b></p> <p>Name .....</p> <p>OCU/BCU .....</p>	<p>Shoulder number .....</p> <p>Line Manager's name .....</p>
<p><b>Maternity Payments (Please tick)</b></p> <ul style="list-style-type: none"><li>• I will be receiving Statutory Maternity Pay from my current employer [ <input type="checkbox"/> ]</li><li>• I will be receiving Maternity Allowance [ <input type="checkbox"/> ]</li><li>• I will be receiving Incapacity Benefit [ <input type="checkbox"/> ]</li></ul> <p>The payment per week that I will receive for the first 6 weeks of my Maternity Leave, will be £.....per week</p>	<p>Any Statutory Maternity Pay (from another employer), Maternity Allowance, or Incapacity Benefit the officer receives must be declared to Thames Valley Police.</p>

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Appendix E**

**MATERNITY LEAVE – COURT ATTENDANCE**

**To be completed by the officer and forwarded to HR Shared Services as soon as the dates of the Court attendance have been confirmed**

<p>Personal Details of the Police Officer</p> <p>Name          .....</p> <p>OCU/BCU          .....</p>	<p>Shoulder number .....</p> <p>Line Manager's name          .....</p>
<p><b>The above Officer's attendance at Court will be / was required on the following dates;</b></p> <p>..... (date)</p> <p>..... (date)</p> <p>..... (date)</p> <p>..... (date)</p> <p>..... (date)</p> <p><b>The total attendance required will be /</b></p> <p><b>was for .....days</b>          (Please specify to the nearest ½ day)</p>	<p>The dates of Court attendance are required to ensure that TVP does not pay SMP for these periods.</p> <p>The Officer will however receive the same amount, as the equivalent to the SMP payment will be made by TVP.</p> <p>The Officer should claim pay for the number of days they were required to attend Court.</p>

**For HR use: (please complete)**

*I have informed the line manager (name ... ..) to conduct a risk assessment at this stage [ ] tick box*

**Signed**

\_\_\_\_\_

**Date**

\_\_\_\_\_

*Risk Assessment placed on personal file and copy to Occupational Health [ ] tick box*

*Date .....*



## **Managing Infertility Treatment**

### **1. In Vitro Fertilisation (IVF) and other Infertility Treatment**

The number of women undergoing infertility treatment and in particular in vitro fertilization (IVF) has been steadily rising for a number of years and with more women delaying having children, this trend is likely to continue. In line with TVP's commitment to sustaining a diverse, effective and flexible workforce, the force will support as far as reasonably possible, staff that undergo IVF and other fertility treatments. This support includes taking a flexible approach to granting the necessary absence from work and where appropriate exemption from confrontational duties.

This guidance applies equally to men and women undergoing infertility treatment. In the case of IVF an entire treatment cycle from the start of the procedure to the pregnancy test normally takes between 6 to 8 weeks.

### **2. Confidentiality and Risks**

It is recognised that infertility treatment is an issue of a sensitive nature. Any individual undergoing the treatment or about to embark on the treatment can request a referral to Occupational Health (OH) through Welfare. OH can provide advice in relation to risk assessments and whether restricted duties would be necessary in the individual's current role. Unless the individual undergoing the treatment has very strong objections, their line manager should be made aware of the situation to enable him/her to provide the necessary support.

In the case of IVF for a period during the treatment cycle, daily hormone injections are administered, usually by the woman herself. It is important for the treatment that the injections are administered at specific times during the day, this may necessitate a woman who is working rotating shifts to inject herself whilst at work. Under these circumstances arrangements should be made for the woman to have the use of a private lockable room.

### **3. Absence from work**

#### **3.1 Medical appointments.**

Individuals will be expected to provide adequate notice for all appointments. Line managers must discuss and agree arrangements for staff undergoing infertility treatment to take reasonable time away from work to receive treatment. This absence can be taken as flexitime, TOIL or unpaid time off. Wherever possible, individuals attending appointments should arrange such appointments outside duty time.

#### **3.2 Sickness absence**

Infertility treatment can be an invasive and stressful procedure that may have a number of side effects. Ill health as a result of undergoing such treatment should be treated and recorded as any other sickness absence in accordance with the [Sickness Management Policy](#) .

If a surgical procedure is required as part of the infertility treatment, absence for the surgery may be taken as sickness absence.

### 3.3 Maternity related sickness absence

Where a woman has reached the final stage of infertility treatment successfully and is considered pregnant, any sickness absence taken after the implantation, which relates to the procedure, will be recorded as maternity related sickness absence. Following a successful implantation, the woman will also be entitled to the ante natal benefits outlined in the respective officer or police staff maternity policies. [Police Officer Maternity Policy](#) [Police Staff Maternity Policy](#)

### 3.4 Time off for partners

Wherever possible, requests for leave of absence from partners wishing to support individuals undergoing the treatment should be granted. Partners should use existing leave provisions in the usual way.

## **4. Unfair Treatment**

If any individual, whilst undergoing infertility treatment considers that he/she has been less favourably treated either through discrimination or harassment they should seek advice from the Shared Service helpdesk. For further information please refer to the Diversity in Employment Policy.