Thames Valley Police

Guide to Maternity

for Police Staff

Applicable to Police Staff whose babies are due on or after the 1st April 2007

Amended June 2010

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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 a Sunday in which the Childbirth is expected.

QW Qualifying Week

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

SMP Statutory Maternity Pay

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

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 given to you by Corporate Finance.

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 is 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.

A Week's Pay

The term 'a week's pay' for Member of Staffs whose remuneration for normal working hours does not vary with the amount of work done in the period, is the amount payable under the current contract of employment for working her normal hours in a week. Where there are no normal working hours, a week's pay is the average remuneration in the period of 12 weeks preceding the date on which the last complete week ended, excluding any week in which no remuneration was earned.

This will be used in calculating the amount of SMP / Occupational Maternity Pay.

Maternity Entitlements – Police Staff

1.0 Introduction

Entitlements to Maternity provisions are governed by Legislation (the Maternity and Parental Leave Regulations 1999, the Maternity and Parental Leave (Amendment) Regulations 2002), the Work and Families Bill 2006 and Thames Valley Police Staff Handbook.

The Maternity Leave Plan, which can be found in Appendix 1 of these guidelines, should be completed and sent to HR Shared Services as soon as possible after the pregnancy is confirmed. Completing the plan is an easy way of ensuring that TVP will receive all the necessary information to make sure the correct amount of Maternity Leave and Maternity Pay is given.

Before completing the Maternity Leave Plan all Members of staff should read the following points carefully.

2.0 Responsibilities of the Member of Staff

Members of staff will be required to notify their Line Manager of their intention to take Maternity Leave at the earliest opportunity. This is to ensure that a risk assessment can be made as to the suitability of the current post. See the Health and Safety Manual risk assessments for expectant mothers and new mothers returning to work. These can be accessed on the Health and Safety site on the Intranet.

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

Members of staff will need to tell their Line Manager and HR Shared Services:

- that they are pregnant
- the week the baby is expected to be born
- when they want their Maternity Leave to start. The **earliest date that Maternity Leave can start is 11 weeks before the EWC and the latest is the day the baby is born**.

The notification should be made in writing using the Maternity Leave Plan at the back of this guide or Members of staff should discuss their intended Maternity Leave with their Line Manager who will endorse the completed plan and forward it to HR Shared Services where it will be held on the personal file. **It is advisable**

for the Member of Staff to keep a copy of their Maternity Leave Plan for their own records.

The Expected Week of Childbirth must be confirmed by the MAT B1 certificate from a doctor or midwife which will be issued after 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.

Members of staff will be able to change their mind about when they want to start Maternity Leave providing they notify their Line Manager and HR Shared Services at least **28 days** in advance (unless this is not reasonably practicable).

Pregnant women who fail to give the required notification of their intention to take Maternity Leave 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 reasonable practicable for the notification to have been given earlier.

3.0 Thames Valley Police's Responsibilities to the Member of Staff

The Force is required to respond to the notification of intended Maternity Leave **within 28 days of receipt of the Maternity Leave Plan**. Thames Valley Police will write to the member of staff confirming the date on which they are expected to return to work, assuming full entitlement to Maternity Leave will be taken.

On receipt of the Maternity Leave Plan, a meeting will be organised between the Member of Staff and HR Shared Services. This is to discuss any necessary changes to the current role that have been identified and implemented by the risk assessment. The risk assessment will be kept on the personal file and a copy forwarded to occupational health. For guidance on risk assessments, see the Health and Safety Manual available on the Intranet.

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4.0 Maternity Leave Entitlement

Ordinary Maternity Leave

The length of **Ordinary Maternity Leave is 26 weeks** and is available to all pregnant Members of staff, regardless of their length of service and the number of hours they work per week, providing the appropriate notice is given.

This leave period can be paid from any of the following types of payment;

- Statutory Maternity Pay (SMP)
- Maternity Allowance (MA)
- Occupational Payment

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

If the baby is born before the date Maternity Leave is due to start, the Ordinary Maternity Leave period will start automatically on the day after the baby is born.

During the Maternity Leave period, all employment rights remain unchanged and Members of staff are entitled to the terms and conditions of employment. This excludes the normal rate of pay.

Additional Maternity Leave

All Members of staff are entitled to Additional Maternity Leave. This runs for a **further 26 weeks** starting immediately after Ordinary Maternity Leave ends.

Please note that any Maternity Leave taken which is unpaid will also result in allowances and pension contribution being lost for that time.

Compulsory Maternity Leave

It is unlawful for a Member of Staff to work during the compulsory Maternity Leave period. This is the **two week period** commencing with the actual day of Childbirth.

5.0 Maternity Pay

5.1 Statutory Maternity Pay (SMP)

Qualification

In order to qualify for **SMP** the pregnant Member of Staff 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 earnings limit for paying National Insurance contributions in the Qualifying Week

SMP is only paid for weeks when the Member of Staff does not work.

If the baby is born early, the SMP will commence on the day after the actual date of birth, not on the date originally requested.

If the Member of Staff leaves her job voluntarily for a reason not connected with her pregnancy between the qualifying week and the start of her Maternity Leave, she will not be eligible for SMP.

If the pregnant Member of Staff does not meet the qualifying conditions for SMP, she may be entitled to claim Maternity Allowance direct from the Social Security/Jobcentre Plus Office.

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

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, which ever is less**

5.2 Maternity Allowance (MA)

Qualification

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

- the Member of Staff does not qualify for SMP

- the Member of Staff 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 Member of Staff must have **earned at least £30 a week in a 13 week period** of the test period

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

A Member of Staff 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 women on maternity leave who are not entitled to SMP. It is claimed through the local Jobcentre Plus (please contact Jobcentre Plus for the current amount of payment)

If a Member of Staff is not entitled to SMP or MA, they may be able to receive Incapacity Benefit and their local Jobcentre Plus should be contacted for further information.

5.3 Occupational Maternity Pay (TVP Payment)

Qualification

To qualify for Occupational Maternity Payment 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 Occupational Maternity Leave

This is an additional benefit paid by Thames Valley Police:

- The **first six weeks** are paid at 90% of current pay or the higher rate of SMP, whichever is greater

- Occupational Maternity Pay is made for the following **12 week period** of the Flat Rate of SMP. In addition to the Flat Rate SMP, Thames Valley Police supplement the statutory benefit by paying **50% of current salary for this 12 week period**, provided that the sum does not exceed the Member of Staff's normal pay entitlement.

- The remaining **21 weeks** will be paid at the flat rate of SMP

If the baby is born early, Maternity Pay will commence on the day after the actual date of birth, not on the date originally requested.

The Member of Staff must inform HR Shared Services whether they would like to receive the 50% pay while on Maternity Leave or when they return to work (this notification can be made using the Maternity Leave Plan at the back of this guide). Please note that this choice is not available for staff whose employment will cease during the maternity period.

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 will **claim back the Occupational**

Payment i.e. 50% of current salary received during the first 12 weeks of Flat Rate Maternity Pay.
If the Member of Staff opts to receive the occupational payment once they have returned to work, this will only be paid once 3 months service has been completed.

Please note: If a Member of Staff's service is known to be ceasing within 3 months of the maternity period ending, Occupational Maternity Payments will not be made.

6.0 Part Time workers

Part Time workers have a right not to be treated less favourably than a full-time counterpart under the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000. Maternity rights are applied in exactly the same way to part time workers.

7.0 Ante Natal Care

Members of staff are entitled to time off for ante-natal care appointments made on the advice of a registered medical practitioner, midwife or 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 service**.

Members of staff must be prepared, on request, to show 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 a member of staff'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 Suitable alternative work / change of working hours

It may be necessary to arrange alternative work and working hours following the Risk Assessment for expectant mothers. Please refer to the Health and Safety Intranet site for further guidance.

This work must be on the same terms and conditions as the existing post. Guidance should be sought from the Health and Safety Department and Occupational Health.

Any reduction in hours should be carefully considered as this could affect Maternity Pay.

9.0 Sickness Trigger

The normal sickness leave provisions apply if a Member of Staff is absent from work because of illness. However, the absence is due to a pregnancy related illness **during the four weeks before the EWC**, Maternity Leave will start automatically, regardless of the pre-arranged date stated on the Maternity Leave Plan.

10.0 Uniform

Where a uniform is normally worn, a Member of Staff can wear plain clothes during pregnancy. Alternatively, a new uniform can be ordered to wear during pregnancy through Force Stores.

11.0 Annual Leave

Annual Leave continues to accrue whilst on Maternity Leave, whether paid or unpaid. It is important to remember that **only 5 days Annual Leave** may be carried forward from one leave year to the next.

When a Member of Staff returns from Maternity Leave towards the end of the Annual Leave Year they should, wherever possible, ensure that their Annual Leave entitlement is taken before Maternity Leave commences. Alternatively**,** to avoid losing Annual Leave entitlement they may chose to take Annual Leave during Maternity Leave by *splitting* the Maternity Leave after the 18th week which is the end of the Occupational Payment period.

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

- Annual leave cannot be taken before the 19th week of Ordinary Maternity Leave (OML) where the member of staff is receiving occupational maternity pay.

- Annual leave that is taken within the statutory paid period which is the first 39 weeks of Maternity Leave will result in 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 31st). Please complete appendix 1 part C.

- Annual leave must be taken in periods of a whole week or weeks, not days at a time or separate blocks of time.

If a Member of Staff takes Annual Leave during their Maternity Leave they will receive their salary payment for that time and have the option to have the equivalent amount of leave entitlement added to the end of the Maternity Leave period (see appendix B and C). The shift pattern or duty roster that was worked previously to the Maternity Leave will determine the length of time added to the Maternity Leave.

11.1 Bank Holidays

From 1st January 2007, Bank Holidays accrue during ordinary and additional Maternity Leave. Members of staff on Maternity Leave on or after this date will accrue bank holidays from 1st January 2007 only. It is important to remember that only 5 days of annual leave (which includes accrued bank holidays) can be carried over from one leave year to the next.

12.0 Pensions

The part of Additional Maternity Leave (AML) which is unpaid (weeks 40 – 52), is not counted as pensionable service. The Member of Staff will be given the opportunity to repay pension contributions for the relevant period once they have returned to work.

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 pension contributions, contact Buckinghamshire County Council on 01296 383755.

13.0 Financial Contributions

During unpaid Additional Maternity Leave there is no provision to deduct financial contributions, such as those for Unison and insurance contributions from the Member of Staff's salary. Should a Member of Staff wish their contributions to continue during the unpaid period of Additional Maternity Leave, they will need to contact the relevant organisation to make alternative arrangements. Also see section 12 – Pensions.

14.0 Reasonable Contact

Members of staff 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).

15.0 Keeping in Touch days (KIT days)

KIT days allow a Member of Staff 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 member of staff can chose 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 Member of Staff was working on prior to maternity leave.

For each KIT day worked, the Member of Staff will receive their normal hourly pay according to their contract of employment 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 D** of this policy which should be sent to HR Shared Services.

16.0 Right to Return to Work

If a Member of Staff wishes to return to work on a different date to that indicated on the maternity plan, they should give HR Shared Services **8 weeks notice** of the date that they wish to return. It is not possible to return to work during the Compulsory Maternity Leave period of 2 weeks from the birth of the baby.

16.1 Returning to work after Ordinary Maternity Leave

A Member of Staff is entitled to return to their job on the same terms and conditions as prior to Maternity Leave. Should a redundancy situation arise during Maternity Leave (ordinary or additional), the 'Managing Organisational Change' policy applies accordingly.

16.2 Returning to work after Additional Maternity Leave

If the job has been altered or changed in some way it must still exist under the same or better terms and conditions as before the Maternity Leave. Should a redundancy situation arise during Maternity Leave (ordinary or additional), the 'Managing Organisational Change' policy applies accordingly.

17.0 Returning to Work

From time to time line managers are entitled to contact staff prior to their return to work. Any contact will not bring the Maternity Leave period to an end or effect maternity pay. Reasonable contact is different from Keeping in Touch days (section 14.0).

17.1 Return to Work Interview

On the first day back following Maternity Leave the Member of Staff should have a return to work interview with their line manager. The interview will include:

- a discussion about the role
- training that may be required arising from any changes which occurred whilst the Member of Staff has been away from the workplace
- completion of a risk assessment
- ensuring that the Member of Staff is fully aware of their leave entitlements e.g. to Parental Leave, Time off for Dependants and the possibility of requesting flexible working in the future should this be required

18.0 Breastfeeding

Breastfeeding mothers are permitted to express milk or have their baby brought to the workplace for breastfeeding during the working day. Members of staff 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 member of staff 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.

19.0 Death of a Baby and Still-Birth

If the baby dies or is still-born after 24 weeks' pregnancy the Maternity Leave period will commence in the normal way. However, if the death occurs before 24 weeks (miscarriage) sympathetic consideration should be given to the Member of Staff and where necessary special leave or sick leave granted as appropriate. Medical advice should be sought under these circumstances.

20.0 Childcare

Thames Valley Police has implemented a Childcare Voucher scheme with KiddiVouchers. This is available to all staff 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 or tax therefore making a saving for members of staff. Both parents can claim vouchers each saving up to £1000 per annum in tax.

For more information about the voucher scheme, please contact the KiddiVouchers helpline on 0800 612 9015 and quote "S642499Q" or go to www.kiddivouchers.com . A booklet providing more information can also be downloaded from the Staff Portal, under Benefits in the Childcare section.

21.0 Parental Leave

Parental leave is available to qualifying staff and amounts to **13 weeks unpaid** (or 18 weeks for children with a disability) 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 Policy which can be located on the Intranet.

22.0 Time off for Dependants

Time off for dependants is available to deal with an emergency concerning dependants. Information on requesting time off for dependants can be obtained from the Additional Leave Policy which can be located on the Intranet.

23.0 Paternity Leave

The partner of the Member of Staff on Maternity Leave may be entitled to Paternity Leave and should refer to the Additional Leave Policy which can be located on the Intranet.

Appendix A

MATERNITY LEAVE PLAN - POLICE STAFF

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.

Personal Details **Name:** **OCU/BCU:** **Home email address:**	 **Shoulder number:** **Line Manager:**
	Notes
When the baby is expected **My baby is due in the week beginning:** **Sunday .....** (date of Expected Week of Childbirth) **A certificate confirming this:** **a)** Has been given to you already **[ ] tick box** **b)** Is enclosed with this form **[ ]**	**Expected Week of Childbirth (EWC)** The Expected Week of Childbirth is the week, beginning Sunday, in which it is expected you will have your baby. **MAT B1 Certificate** You must give HR Shared Services a certificate giving the Expected Week of Childbirth at least 28 days before you wish to start your Leave. This is the MATB1 form which your doctor or

tick box **c)** Will be given to you shortly **[ ]** **tick box**	midwife will give.

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 52 weeks maternity leave unless you indicate otherwise.

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

……..(day) ……..(date)

(You will be required to give 8 weeks notice if you change your return to work date)

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

Occupational Payment

If I qualify for Occupational Maternity Payment, 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).

End of Ordinary Maternity Leave (OML)

This is the end of the **26th week** from when you start your Maternity Leave. For example, if you started your Maternity Leave on a Wednesday, the last day will be the Tuesday 26 weeks later.

The ordinary Maternity Leave period remains at 26 weeks despite SMP payments lasting for up to 39 weeks.

NB: it is advisable that your last day of work is at the start of your normal working week (i.e. Monday if you work Mon-Fri full time) in order for you to benefit from payment for your rest days.

End of your Additional Maternity Leave (AML)

This is the end of the **26th week** from when you start your Additional Maternity Leave.

All members of staff qualify for Ordinary and Additional Maternity Leave regardless of length of service.

Date due back to work

You are due back to work on the next working day after your full Maternity Leave entitlement finishes unless you have indicated that you want to return earlier.

Please note If you are returning to work before 39 weeks of Maternity Leave, it is advisable that your first day back work is the same day of the week that your Maternity Leave began. This is because if you are entitled to SMP, this is only paid in whole weeks.

Occupational Payment

This is a Thames Valley Police additional benefit.

To qualify you will have worked for at least 26 weeks continuously by the 15th week before your EWC.

If you receive this payment during your Maternity Leave, you must return to work for Thames Valley Police for a period of **3 months** 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 **3 months** service after your Maternity Leave.

You should sign this 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.

Signed…….. Date……..

For HR Shared Services use: (please complete)

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

Signed _____

Date _____

Appendix B

Change of return to work date

You are due to return to work at the end of the ordinary and additional maternity leave period (52 weeks)

If you want to return on an earlier date or have changed the return to work date you provided on your original maternity plan, you must give HR Shared Services at least **8 weeks notice** of the new date using this form. If you do not give 8 weeks notice, TVP is entitled to postpone your return until the 8 weeks notice has been complied with, although it cannot be postponed to a date later than the end of your Maternity Leave period.

Personal Details **Name:** **BCU/OCU:**	**Shoulder number:** **Line Manager's name:**
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; **.....** (date)	**Effect on SMP** If you return to work before the end of your Maternity Pay Period (39 weeks), you will not receive your full entitlement of SMP. **Compulsory Maternity Leave** 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 **2 weeks** from the date of birth.

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.

Signed..... Date.....

For HR Shared Services use: (please complete)

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

Signed _____

Date _____

Appendix C

Application to take annual leave during Maternity Leave

Please refer to section 11.0 - Annual leave in the maternity policy for further guidance.

Personal Details **Name:** **BCU/OCU:**	**Shoulder number:** **Line Manager's name:**
I intend to take annual leave during my Maternity Leave (whole weeks only) **Commencing .....** **Ending .....** **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 8 weeks notice).**	**Effect on SMP** 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. **Relevant leave year** Splitting Maternity Leave for the purpose of taking Annual Leave is only possible in the year in which the holiday is accrued.
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. Signed..... Date.....	

Appendix D

Application for payment for Keeping In Touch days (KIT days)

This form should be completed by the Member of Staff and her Line Manager. The completed form should be sent to HR Shared Services who will organise payment.

Separate forms should be completed for KIT days worked in different pay periods (calendar months).

Personal Details **Name:** **BCU/OCU:** **Month in which KIT day/s worked:**	**Shoulder number:** **Line Manager's name:**
I worked for TVP as a KIT day on the following date/s: **Date** **Hours worked** **.....** **.....** **.....** **.....** **.....** **.....**	**Payment for KIT Days** Members of staff will receive **their normal hourly pay** for each KIT day worked. Please specify on this form how many hours were worked. Members of staff can work a maximum of 10 KIT days regardless of the length of time worked on each occasion. **Effect on SMP** KIT days which are taken within the statutory maternity pay period (the first 39 weeks of Maternity Leave) will not result in SMP being lost for days in which the KIT days were worked. However for each KIT day worked, Occupational Maternity Pay (received up until week 18 of maternity leave) will not be paid *in addition* to KIT day payment. **KIT days cannot be worked in the two weeks following childbirth.**

You and your line manager should sign the form now and send it to HR Shared Services. Don't forget to keep a copy of it for yourself.

Signed..... Date..... (Member of Staff)

Signed..... Date..... (Line Manager)

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.