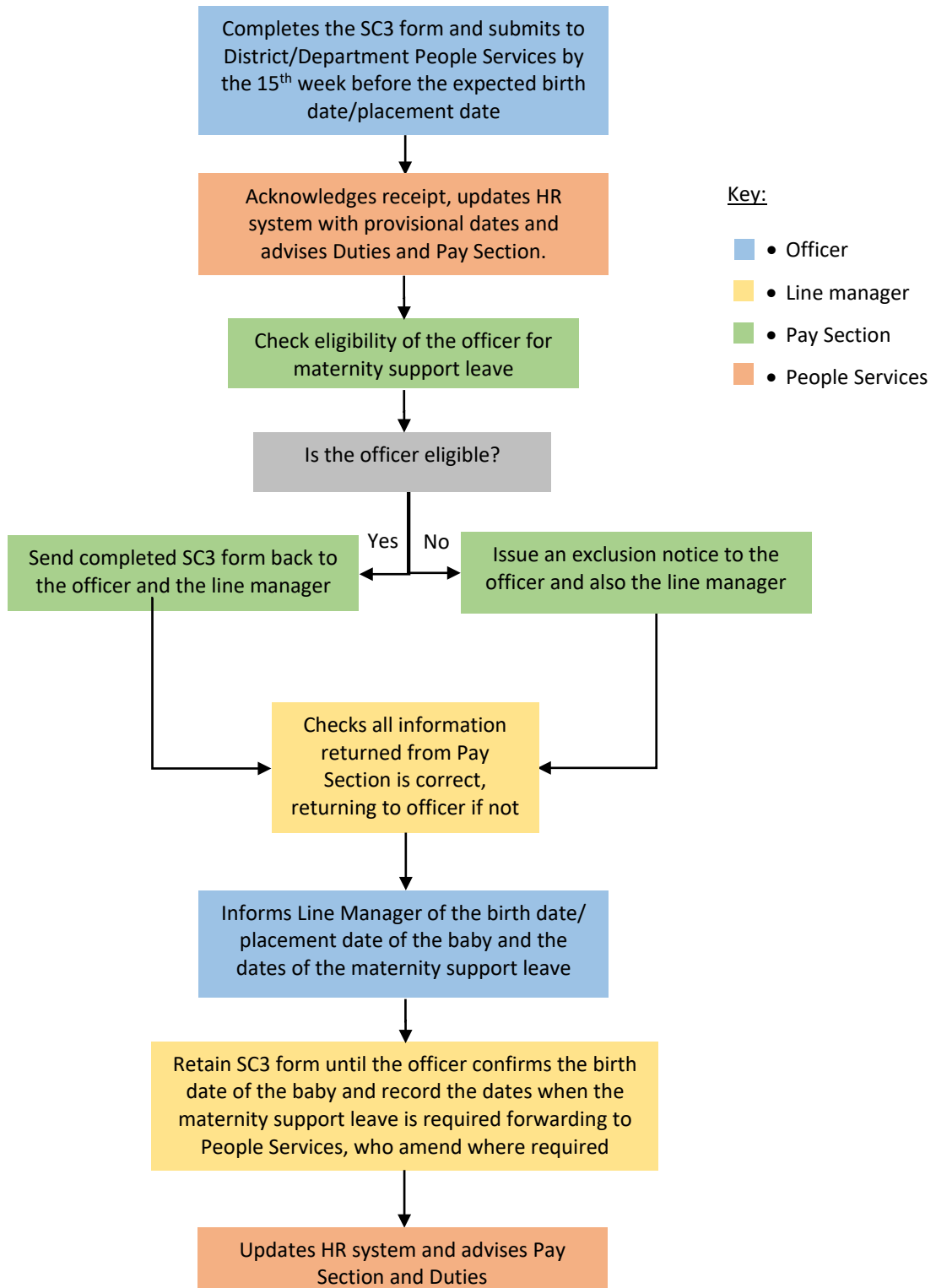


Maternity Support Leave – Police Officers

Contents

Flowchart – Application for Maternity Support Leave	2
Policy Statement	3
Principles	3
Responsibilities.....	4
Additional Information	5

Flowchart – Application for Maternity Support Leave



Policy Statement

Summary

West Yorkshire Police (WYP) is supportive of officers who intend to take maternity support leave around the time of the birth or placement of a child. This policy complies with the requirements of the Police Regulations 2003.

This policy explains what maternity support leave is for officers, as well as who is eligible and how to apply.

Scope

This policy applies to all police officers.

Principles

General

- Officers are eligible for maternity support leave if they are:
 - The father of a child;
 - The partner of the mother or primary carer. This includes same sex partners; or
 - The nominated carer of an expectant mother.
- Officers are entitled to take:
 - Seven consecutive days paid maternity support leave at full pay; and
 - Seven further unpaid consecutive days which will be paid at the statutory rate only, if the officer chooses to request this.
- Time must be taken in complete blocks of a week and cannot be split.
- Part time officers will receive a pro-rata entitlement based on the normal average hours worked.
- In the tragic event of a miscarriage before the end of the 24th week of pregnancy paid bereavement leave of up to 5 days can be considered for the parents. Please refer to the Special Leave policy.
- In the tragic event of a stillbirth where this occurs on or after the 24th week of pregnancy or a neonatal death, maternity leave and pay would still apply. In addition, parents are entitled to 2 weeks Child Bereavement Leave within the 56 weeks after the bereavement as outlined in the Special Leave Policy.
- Where parents have already opted into shared parental leave and pay, they are still able to take any leave they have already booked but are no longer entitled to any leave that hasn't already been booked.
- Maternity support leave applications can be made when adopting a child. The seven consecutive days can be taken when the child is placed with the new family to allow the new parents to get to know their child.
- Maternity support leave does not apply when a child is being fostered or through the foster to adopt scheme.
- Maternity support leave applications can be made when using a surrogate.

- All maternity support leave must be completed within 56 days of the actual date of the birth or placement. If the birth or placement is early, the maternity support leave must be completed between the period of the actual birth or placement and up to 56 days after the expected week of birth or placement.
 - All maternity support leave is:
 - Pensionable;
 - Reckonable for incremental pay; and
 - Included in any period of probationary period.
 - For officers considering taking a longer period of leave to care for a new child, you must refer to the Shared Parental Leave policy.
-

Responsibilities

Officer

Officers are responsible for:

- Completing an SC3 form and forwarding this to the district/department People Services Team no later than 15 weeks before the week the baby is due to be born or placed, or after the 24 week period if there has been a stillbirth; and
 - Notifying line managers of the proposed dates of the maternity support leave and/or any changes that may occur and confirming the actual date of birth or placement.
-

Line manager

Line managers are responsible for:

- Recording the dates on the SC3 form once notified by the officer, and relevant details of the dates taken forwarding this to People Services to update the HR system, Pay Section and Duties.
-

People Services

People Services are responsible for:

- Acknowledging receipt of the SC3 form;
 - Updating the HR System with dates of maternity support leave;
 - Advising Pay Section and Duties of the provisional dates; and
 - Once the baby is born and the dates confirmed, updating the HR System, Pay Section and Duties of the actual dates taken.
-

Pay Section

The Pay Section are responsible for:

- Ensuring the officer is eligible for maternity support leave and the relevant information has been gathered and the eligibility section of the SC3 form completed, adjusting pay accordingly; and
 - Issuing an exclusion notice, with the copy to the line manager, to the Individual when they are not eligible to take maternity support leave.
-

Additional Information

Compliance

This policy complies with the following legislation:

- Police Regulations 2003
 - Data Protection Act 2018
-