

RETURNING TO WORK

You must give the Force 21 days notice of your return (unless you are returning at the end of the maternity period, in which case you do not need to notify the Force). You can change your date of return at any time provided you give at least 21 days notice of the re-arranged date.

KEEPING IN TOUCH (KIT) DAYS

You can return to work on a voluntary basis for up to a maximum of 10 days during your maternity leave. Your maternity leave will not be extended. You will receive your normal hourly pay for any hours worked on a voluntary KIT day in addition to your SMP for that week. The pay is pensionable.

RECALL TO DUTY

You can be recalled to duty during your maternity leave, but this should be for exceptional reasons only, such as court duty. Unless a doctor certifies that you are unfit you must attend. You should not be recalled during the two weeks immediately following the birth. Attendance at court as a police witness is treated as duty time. If you are within your PMP maternity period, this will be extended. You will receive the daily rate of pay for each day on duty but you will lose your SMP for that week unless you choose (with the Force's agreement) to take a KIT day.

ANNUAL LEAVE

Your annual leave entitlement will accrue throughout your maternity leave. You can take this annual leave before, during or after maternity leave.

RECKONABLE SERVICE

All officers are entitled to reckon up to 52 weeks maternity leave for the calculation of incremental pay, annual leave and probation.

PENSIONS

The first 26 weeks of maternity leave is always pensionable (even if unpaid). In addition, all periods of paid maternity leave (PMP and SMP) are pensionable. Unpaid maternity leave after the first 26 weeks will also be pensionable providing you elect to pay the pension contributions you would have paid during this period within 3 months of returning to work and complete payment within 6 months. Your Force Finance Department will be able to provide details. Your pension contributions will be based on the pay you received prior to going onto nil pay. This will normally be 11% of SMP (or 9.5% if you are a member of the NPPS).

DEATH OF BABY/STILL-BIRTH

If a baby sadly dies after the 24th week of pregnancy, police women are still entitled to their full maternity leave and maternity pay.

POLICE FEDERATION & MEMBER SERVICES

Federation subscriptions are not required to be paid whilst on unpaid maternity leave. Contributions to member services (life insurances, private health, friendly societies, PMAS, credit unions etc.) will usually continue whilst on paid maternity leave but you should check as this may depend on the terms of the scheme. You will need to make arrangements to maintain cover whilst on unpaid maternity leave. Contact your local Federation Office and/or Finance department for further information.

PARTNERS

There are a range of leave entitlements available for police officers who are partners of new and expectant mothers. These include maternity support leave, dependents' leave, and parental leave. Dependents' leave and parental leave are available to returning mothers as well.



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The Police Federation of England and Wales
Federation House, Highbury Drive,
Leatherhead, Surrey KT22 7UY



POLICE FEDERATION
of England and Wales

Internet: www.polfed.org
Intranet: <http://pfnet>
(access limited to JBB staff)

Maternity

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Congratulations!

The Police Federation of England and Wales is the representative body for all Constables, Sergeants, Inspectors and Chief Inspectors in the Police forces of England and Wales. This leaflet has been prepared by the Police Federation of England & Wales to explain your rights to health, leave and money if you are pregnant, on maternity leave or returning to work.

Having a baby can be one of the happiest events of your life. Being pregnant or a new mother does not prevent you from working or developing your career but it is important to be aware of your rights, particularly as women officers' maternity rights are different in certain respects to those of police staff.

NOTIFICATION OF PREGNANCY

When you know the expected date of the birth of your baby, you should notify the Force as soon as is reasonably practicable that you are pregnant, the expected date of birth and the date on which you intend to start your maternity leave.

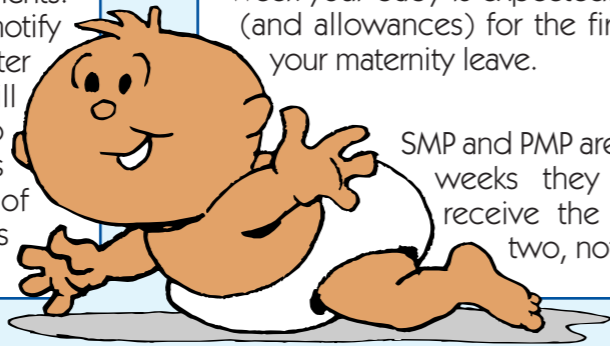
To protect your entitlement to Statutory Maternity Pay (SMP) you should inform your Force no later than 28 days before you intend to start your maternity leave.

ANTE-NATAL CARE

Attendance at ante-natal care appointments (this may include relaxation classes) is treated as duty time. Time off should be granted unless there are exigencies of duty.

MATERNITY LEAVE

All women officers are entitled to take maternity leave, irrespective of their length of service. You can choose when and how much maternity leave to take. Maternity leave can be taken at any time from 6 months before the expected date of birth to 12 months after, within a maximum maternity period of 15 months. You can take your maternity leave in one or more blocks of leave during this period provided you meet notification requirements. Maternity leave will start on the day you notify you want it to start, (which can be no later than the expected date of birth). It will end on the day you say you intend to return to work (giving at least 21 days notice) and no later than the last day of your maternity period (up to 12 months after the expected date of birth).



PAY

Your eligibility for Statutory Maternity Pay (SMP) and occupational Police Maternity Pay (PMP) depends on your length of service and suitable notification of your intention to take maternity leave. (If you do not have sufficient service to qualify for SMP or PMP you may be entitled to Maternity Allowance, paid directly by the Benefits Agency).

Statutory Maternity Pay (SMP)

To receive SMP you must have 26 weeks continuous service at the "qualifying week". The "qualifying week" starts on the Sunday 15 weeks before the week the baby is expected. SMP is payable for 39 weeks starting on the day you start your maternity leave but it is only payable from 11 weeks before the baby is due. There are two rates of SMP. The higher rate (90% of your "average pay") is payable for the first 6 weeks, the lower rate is payable for the remaining 33 weeks (£128.73 per week from April 2011 to March 2012). Your "average pay" is calculated over the 8 weeks before the qualifying week and includes all pay and overtime.

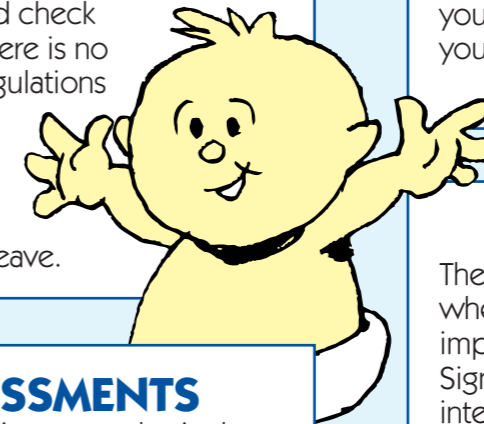
Police Maternity Pay (PMP)

To receive PMP you must have 63 weeks continuous service at the beginning of the week your baby is expected. PMP is full pay (and allowances) for the first 13 weeks of your maternity leave.

SMP and PMP are offset so in the weeks they coincide you receive the greater of the two, not both.

HOUSING / SOUTH EAST ALLOWANCE

If you are in receipt of housing or transitional rent allowance you will continue to receive this allowance whilst on paid maternity leave. If you take unpaid maternity leave and your partner or husband is a serving officer also in receipt of the allowance, they are entitled to have their allowance increased whilst you remain on unpaid maternity leave. Officers living in police-owned accommodation should check Force policy/orders. There is no facility under Police Regulations and Determinations to cease payment of the London or South East Allowance whilst an officer is on maternity leave.



RISK ASSESSMENTS

There may be risks within some roles in the Police Service which could affect the health, safety and welfare of new and expectant mothers and that of their child. Working conditions previously considered acceptable may no longer be so during pregnancy or while breastfeeding.

Forces must have a generic risk assessment for all roles available for women who may be planning to have a baby or who may think that they might be pregnant. Your Force must also ensure that a specific risk assessment of your work and your workplace is conducted as soon as you notify them that you are pregnant, and it

should be reviewed at suitable regular intervals throughout your pregnancy. A further risk assessment should be done when you return to work at the end of your maternity leave or at any stage during the maternity period.

If any risks are identified during the risk assessment process, the Force must take any reasonable steps to remove or reduce the risks by temporarily adjusting your working conditions and/or hours of work, offering you suitable alternative work or suspending you from duty on full pay (this is known as maternity suspension).

SICKNESS

The risk assessment process should pick up whether your pregnancy is having an adverse impact on your ability to perform your role. Signing you off sick may not be in your best interests, and in some circumstances could adversely affect your sick pay and/or maternity benefits. Normal sick leave rules apply until you start your maternity leave. However, if you become sick with a maternity related sickness whilst still at work within 4 weeks of the expected date of your baby's birth, your statutory maternity pay will start. You are not entitled to sick pay whilst on maternity leave.

