



SUSSEX POLICE FEDERATION

Serving Sussex Police Officers

MATERNITY/PATERNITY and ADOPTION LEAVE INFORMATION

INTRODUCTION

We hope that you find the information enclosed answers the many questions that arise when taking Maternity/Paternity/Adoption Leave.



Should you wish to contact the Federation by email during your leave please use the following address:-
admin@sussex.polfed.org

To enable the Federation to keep you informed and up-to-date with our services during this period, please ensure the details we hold are correct; this can be done by using the secure Update Details form located under the Quick Links on the home page of our website
<https://www.polfed.org/sussex>

You may also wish to look at the various services available from the Federation, listed under the Member Services tab.

Federation, Group Life Accident Insurance and Flint House Subscriptions

1. Do you wish to continue subscriptions to the Federation and Group Insurance Scheme (GIS) throughout the whole of your maternity/paternity/adoption leave?
 - Unless you have indicated otherwise, your Federation subscriptions and the Life Accident insurance scheme premiums will continue to be deducted throughout the 26 week full pay and 13 weeks lower rate SMP period.
 - Subscriptions to the Federation will not be required once you start **unpaid** maternity/paternity/adoption leave although you remain a Federation member without subscription until such time as you return to the work place or leave the Police service.
 - With regard to the **Group Insurance Scheme** and in order to ensure continuation of cover during unpaid Maternity Leave, payroll will continue to take deductions for the life accident scheme from any remaining salary you may be in receipt of during this period, unless you have advised them otherwise.



- **In the event that your salary does not cover the insurance subscription during unpaid maternity leave.** In order for you to maintain continuous cover ensuring you continue to enjoy all the benefits of the scheme; please contact George Burrows Insurance on 01403 327719 who will take payment by debit/credit card on a monthly basis or for the remaining period of maternity/paternity/adoption leave. Once your premium payment has been made George Burrows will confirm this with us.
 - When you return to work please indicate on your Sussex Police return to work form that you wish your Federation and Group Insurance deductions to commence again. The pay office will check with us to see that you have paid your insurance premiums throughout your leave. We would advise that you check your first payslip following your return to work, to ensure that deductions have been set up again.
- 2. Implications of withdrawing from the Federation and GIS during your maternity/paternity/adoption leave. Your cover will cease for the following:-**
- No legal assistance should a situation arise where you may be called upon to intervene as a warranted police officer and receive subsequent complaints.
 - The Police Federation Claimline for injuries on and off duty and the ability to seek legal advice/support for clinical neglect
 - The Group Insurance including Travel Insurance and RAC breakdown.
- 3. Re-joining the schemes once you return to work**
- You will, however, be able to restart the schemes when you return to work although you should be aware that it is a prerequisite that you are a subscribing member to the Federation in order to join the Life Accident scheme.
 - Under the terms of the Group Insurance scheme rules you are required to be back in the workplace for 8 consecutive weeks before you can re-apply to join. This is in order to agree the declaration on the application form. After 8 weeks if you are still unable to agree all the declarations on the application form a full medical health declaration will be required. This is sent to the underwriters for their consideration.





Group Insurance Scheme - Please [click here](#) to view the Group Insurance Scheme Summary of Cover for Serving Officers.

If you are taking a family holiday, [click here](#) to download the Certificate of Travel Insurance from our website.

FLINT HOUSE DONATIONS

You can **continue donating** until you reach unpaid leave when the deduction will cease from your pay. You can maintain continuous cover by making a BACS payment direct to Flint House using the details as follows:-

Bank	Account Name	Account no.	Sort Code
Barclays	Police Rehabilitation Centre	30016098	20 - 71 – 03
<i>Don't forget to add your full NAME AND FORCE as a reference for Flint House Accounts</i>			

You can **cease donating** until you return to the workplace when you can then re-join. For more information about the Rehabilitation centre please see their website via this link [Flint House Website](#)



Maternity/Paternity/Adoption Leave Payments

(M/P/A Leave)

Officers are entitled to 26 weeks full maternity pay followed by 13 weeks at the lower rate SMP (currently £151.97).

The officer can elect to have the 26 weeks at full pay or those last 5 weeks paid at half pay over 10 weeks (from week 22 to week 31 of their M/P/A leave). This will give them a longer period of paid leave and the officer will receive half pay and half SMP for these ten weeks.

Overall the officer has 39 weeks paid M/P/A leave paid (if they are eligible for both police occupational M/P/A pay and statutory M/P/A pay). Thereafter the officer goes into nil pay until the end of their M/P/A period (which can be 12 months after the birth of the baby or 15 months after the start of their M/P/A leave, whichever is the sooner). An officer does not need to pay Federation subs during this time until they either return to work or leave the force (or take a career break).

At the end of their M/P/A leave the Force requires the officer to return to work or take a career break.



Reckonable Service, Pay and Leave - Maternity

The Equality Act 2010 provides that all women should receive the same benefits during additional maternity leave (AML) as they do during ordinary maternity leave (OML).

The Police Negotiating Board has agreed that a period of up to 52 weeks be reckonable for pay and leave purposes for all officers on maternity leave.

Any period of maternity leave when police officers are in receipt of either Occupational Maternity Pay or Statutory Maternity Pay will be reckonable for pension purposes. Officers are also entitled to reckon for service any period of unpaid maternity leave for which the relevant service is bought back on their return to work. (Please note that any unpaid leave within the first 26 weeks of Statutory Maternity Leave is automatically pensionable and does not need to be bought back.)

If an officer takes one or more periods of maternity leave, any return to duty (excluding KIT days) will not count towards the 52 week period reckonable for pay and leave purposes.



What are 'Keeping in Touch' (KIT) days?

1. KIT days enable an officer on maternity, paternity or adoption leave to do up to a **maximum of 10 days** work as long as both the officer and the force have agreed for this to happen and agreement has been reached on what work will be undertaken during this time.
2. Each KIT day and the work to be undertaken must be approved in advance by the line manager. The type of work may be normal day to day activity to assist the return to work process, undertaking a training activity or attending a team meeting for example. KIT days do not normally involve working from home such as checking emails. Work done on a KIT day should help make the return to work from leave easier for an officer.

Payment for KIT days

3. Payment for KIT days is at normal daily rate in accordance with Regulations and Determinations. If the officer is receiving Occupational Maternity Pay and works a KIT day the period of paid police maternity pay will be extended because police maternity leave can be taken in more than one period so effectively the police maternity leave is temporarily suspended for a day.
4. If the officer is still receiving Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP) this will not impact on or interrupt any SMP/SAP payments being made but there will be no extension of the SMP/SAP paid period. Officers will receive pay for the hours worked on a KIT day plus their SMP/SAP for the week in which the KIT day(s) occur. If the officer is on unpaid leave the KIT day is payable and officers will receive pay for the hours worked.



5. Any work undertaken on one tour of duty by police officers whilst on maternity, paternity or adoption leave will count as one KIT day, even where the hours worked total less than the full duration of the shift in question.
6. There are a maximum ten KIT days that an officer can work. Once those days have been used up, the officer will lose a full week's SMP/SAP for any week in which they do any work.
7. The pay for KIT days is pensionable.

When can KIT days be taken?

8. KIT days can be taken at any point during the maternity, paternity or adoption leave period. KIT days do not need to be consecutive.

Are KIT days compulsory?

9. It is entirely a matter for the officer and their Force how and when KIT days are used during maternity, paternity or adoption leave pay period. KIT days are not compulsory and therefore forces should only offer them as an option. Similarly, officers do not have an automatic right to work KIT days during the maternity, paternity or adoption leave period.

Recall to duty

10. Police officers may be recalled to duty at any time after the compulsory maternity, paternity or adoption leave period. This should only be for exceptional reasons such as court attendance or a disciplinary hearing. It should be noted that a recall to duty from maternity, paternity or adoption leave is different from a voluntary return to work on a KIT day. A recall to duty will not normally count as a KIT day, it should be treated separately.



Maternity, Paternity and Adoption Leave Policy 913/2018

The Police Officer Policy Booklet can be viewed on the
Force Intranet site under the Policy Section.





Evolve is primarily a support network group set up with the objective of improving equality in the work place. Evolve is an inclusive group inviting members from all areas of the force, working together to achieve this objective.

Organised events give everyone the opportunity to network and develop themselves both personally and professionally. Evolve have held events that have focused on particular topics including health and wellbeing, part-time and flexible working, maternity and progression. Workshop sessions at these events have included building confidence, NLP, the art of communication, nutrition and exercise facts.

Evolve has contributed to an increased number of women either applying, considering or going in to specialist roles by working closely with the operations department and other specialist units. Evolve has contributed to a rise in confidence in women applying for, or seeking promotion, over the past couple of years. This has resulted in improving the level of applicants and making it easier for both men and women to consider applying for part-time hours or flexible working, by making it more acceptable and common in the workplace.

Evolve have helped bring staff closer together by holding events that have supported them to network and meet others with similar aspirations or goals.

Contact us on evolve@sussex.pnn.police.uk



OTHER USEFUL INFORMATION

CLICK the following links for more information

[MATERNITY GUIDE for WOMEN POLICE OFFICERS](#)

[FLEXIBLE WORKING LEAFLET](#)

[PART TIME WORKING LEAFLET](#)

[PATERNITY LEAFLET](#)

[WORKING FAMILIES](#)

Helping working parents and carers achieve work-life balance

[FAMILY AND CHILDCARE TRUST](#)

A childcare charity

