

Thames Valley Police

Guide to Maternity

for Police Staff

Amended September 2014 (Version 3.3)

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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 Members of Staff 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 A of these guidelines, should be completed and sent to HR Resourcing 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 entitlement to Maternity Leave and Maternity Pay is provided.

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

Guidance on managing Infertility Treatment can be found in Appendix G of this policy.

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 conducted to ascertain the suitability of the current post.

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 Resourcing:

- 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, members of staff should discuss their intended Maternity Leave with their Line Manager who will endorse the completed plan and forward it to HR

Resourcing 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 Resourcing 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 reasonably 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.

3.1 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. Risk assessments should be reviewed on a regular basis by the individual and the line manager to take account of any changes to the individual's circumstances. The member of staff should discuss the risk assessments with her medical advisers and their/her views will be taken into account in any proposed adjustments. [Risk Assessments](#) 7.1 and 7.2 for expectant and new mothers can be found on the Health and Safety site on the Intranet.

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 period.

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 either voluntarily or compulsorily following the qualifying week she will 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 (please see 5.2).

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. Individuals who wish to claim MA should contact payroll in corporate finance who will forward the member of staff the relevant forms.

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).

Provision of Occupational Maternity Pay

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 paid 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, Occupational 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 Resourcing whether they would like to receive the 50% pay whilst 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 when she has 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, she will not be entitled to claim Occupational Maternity Pay.

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. [Risk Assessments](#)

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.

Members of staff wishing to reduce their working hours during pregnancy on medical grounds should provide their line manager with a letter from their GP or midwife requesting reduced hours.

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. If a member of staff wishes to carry over more than 37 hours (pro rata for part time) they must apply to the Resource Management Team for authorisation to do so. Members of staff can take Annual Leave before during or after Maternity Leave. Careful consideration should be given to taking Annual Leave during Maternity Leave as this may result in losing SMP. If the individual takes Annual Leave during her Maternity Leave she will receive her salary payment for that period and the equivalent amount of leave entitlement will be added to the end of her Maternity Leave.

To enable teams and departments to plan resourcing levels effectively, members of staff are encouraged to take their Annual Leave either before the start of Maternity Leave or after Maternity Leave has ceased.

11.1 Bank Holidays

Members of staff also accrue Bank Holidays during ordinary and additional Maternity Leave.

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 choose whether or not to take KIT days.

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

For each KIT day worked, the officer will receive their normal hourly pay for the hours worked. It is not possible to earn more than a full day's pay when taking a KIT day. Therefore, the hours worked on a KIT day must not exceed the individual's normal

working hours. Working a KIT day does not bring the Maternity Leave to an end or extend it and will not affect SMP payments.

Payment for KIT days worked will be processed after completion of **Appendix D** of this policy which should be sent to HR 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 Resourcing **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

17.1 Contact prior to return to work

Where possible line managers should contact and visit members of staff prior to their return to work to discuss any issues that may be relevant to their return, including the return to work risk assessment.

17.1 Return to Work Interview

As soon as possible after the member of staff's return to the workplace following Maternity Leave a return to work interview will be conducted 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 Dependents 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 go to the staff portal: [Childcare Vouchers](#). A booklet providing more information can 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 and Additional 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.

Version	Date	Author	Comments
3.0	Sept 2012	Lynne Wainwright	
3.1	Jan 2013	Lynne Wainwright	Amended at para 11.0 to change from 40 to 37 hours annual leave that is carried over requiring approval
3.2	April 2013	Lynne Wainwright	Amendment to Appendix A, page 17, extension to para 'please note if you intend to.....'
3.3	September 2014	Jenny Roddam	Amendment to Appendix D

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.

<u>Personal Details</u>	
Name:	Shoulder number:
OCU/LPA:	
Home email address:	Line Manager:
	Notes
<u>When the baby is expected</u> My baby is due in the week beginning: Sunday (date of Expected Week of Childbirth) <u>A certificate confirming this:</u> a) Has been given to you already [] tick box b) Is enclosed with this form [] tick box c) Will be given to you shortly [] tick box	<u>Expected Week of Childbirth (EWC)</u> The Expected Week of Childbirth is the week, beginning Sunday, in which it is expected you will have your baby. <u>MAT B1 Certificate</u> You must give HR Resourcing 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 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. Please discuss your proposed annual leave plans with your Resourcing Management Team and Line Manager to ensure the Force maintains effective and appropriate staffing levels.

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 Resourcing Don't forget to keep a copy of it for yourself.

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

For HR 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 Resourcing 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.

<p><u>Personal Details</u></p> <p>Name:</p> <p>LPA/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><u>Effect on SMP</u> If you return to work before the end of your Maternity Pay Period (39 weeks), you will not receive your full entitlement of SMP.</p> <p><u>Compulsory Maternity Leave</u> 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.</p>

You should sign the form now and send a copy to your Line Manager and HR Resourcing. Don't forget to keep a copy of it for yourself.

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

For HR Resourcing 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.

<p><u>Personal Details</u></p> <p>Name:</p> <p>LPA/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 chose for this period 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).</p>	<p><u>Effect on SMP</u></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>You should sign the form now and send a copy to your Line Manager and HR Resourcing. Don't forget to keep a copy of it for yourself.</p> <p>Signed..... Date.....</p>	

APPENDIX D

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

This form should be completed by the Member of Staff and Line Manager **and returned as soon as possible for payment.** The completed form should be sent to People Support Services who will organise payment. Separate forms should be completed for KIT days worked in different pay periods (calendar months).

<p><u>Personal Details</u></p> <p>Name:</p> <p>BCU/OCU:</p> <p>Month in which KIT day/s worked:</p>	<p>Shoulder number:</p> <p>Line Manager's name:</p>																								
<p>I worked for TVP as a KIT day on the following date/s:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 35%;">Breakdown of hours actually worked</th> <th style="width: 20%;">Date</th> <th style="width: 45%;">Contracted hours for that date</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;"> e.g. 0800 – 1230 Lunch Break 1230– 1300 (if applicable) 1300 – 1600 = 7.5 hrs to pay </td> <td style="text-align: center; font-size: small;">XX/YY/ZZ</td> <td style="text-align: center; font-size: small;">0800/1600</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Breakdown of hours actually worked	Date	Contracted hours for that date	e.g. 0800 – 1230 Lunch Break 1230– 1300 (if applicable) 1300 – 1600 = 7.5 hrs to pay	XX/YY/ZZ	0800/1600																			<p><u>Payment for KIT Days</u></p> <p>Members of staff will receive their normal hourly pay for each KIT day worked. Please specify on this form how many hours were worked minus lunch break (if applicable).</p> <p>Members of staff can work a maximum of 10 KIT days regardless of the length of time worked on each occasion but must not exceed the individual's normal working hours for that day.</p> <p><u>Effect on SMP</u></p> <p>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.</p> <p>However for each KIT day worked, Occupational Maternity Pay (received up until week 18 of maternity leave) will <u>not</u> be paid <i>in addition</i> to KIT day payment.</p> <p>KIT days cannot be worked in the two weeks following childbirth.</p>
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<p>Please return completed form as soon as possible to avoid payroll delays.</p>																									
<p>You and your line manager should sign the form now and send it to People Support Services. Don't forget to keep a copy of it for yourself.</p> <p>Signed..... Date.....(Member of Staff)</p> <p>Signed..... Date..... (Line Manager)</p>																									

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 [Attendance 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 HR Shared Service helpdesk. For further information please refer to the Diversity in Employment Policy.